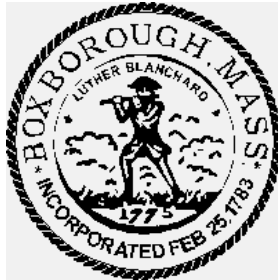


# **2002 ANNUAL TOWN REPORT**

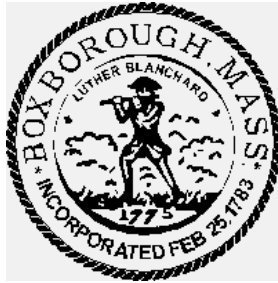


## **TOWN OF BOXBOROUGH**

**[www.town.boxborough.ma.us](http://www.town.boxborough.ma.us)**

# **TOWN OF BOXBOROUGH**

## **ANNUAL REPORT for the Year Ending December 31, 2002**



**ANNUAL TOWN MEETING  
MONDAY, MAY 12, 2003  
BLANCHARD MEMORIAL SCHOOL  
7:30 P.M.**

**TOWN ELECTION  
MONDAY, MAY 19, 2003  
TOWN HALL  
7:00 A.M. – 8:00 P.M.**

## IN MEMORIAM

*Fredrick P. Joyce, Jr.*  
*1921 – 2002*  
*Fire Warden*  
*Fire Chief (1955 – 1972)*  
*Instrumental in building*  
*the first firehouse in Boxborough*

*Alyce Leland Prowten*  
*1913 – 2002*  
*Town Accountant (1957 – 1965)*

*Karen A. Trudell*  
*1945 – 2002*  
*Democratic Town Committee Member*

*George Wheeler*  
*1911-2002*  
*Boxborough Grange #131*  
*Boston Post Cane Recipient*

*Earl A. Wiggin*  
*1914 - 2002*

*A Special Thanks*

*to*

*Elaine Garabedian*

*and*

*Pat Hugel,*

*Our Town Report Committee*

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## **BOXBOROUGH FACTS AND FIGURES**

INCORPORATED:	February 25, 1783
POPULATION:	4,887 (Effective January 1, 2002)
AREA:	10.39 Square Miles
FORM OF GOVERNMENT:	Open Town Meeting – Board of Selectmen
VOTERS:	2,897 (Effective November 5, 2002)
CENSUS TRACT:	3881
TAX RATE:	\$12.78 (FY 03) \$15.47 (FY 02)
SCHOOLS:	Blanchard Memorial School (K – 6) Acton-Boxborough Regional Junior and Senior High Schools Minuteman Regional High School, Lexington
HOSPITALS:	Emerson Hospital, Concord Nashoba Community Hospital, Ayer UMass Memorial – Marlborough Hospital, Marlborough
POST OFFICE: (Contract Station)	1233 Massachusetts Avenue (within Boxborough Liquors and Convenience Store)
UTILITIES:	Cable TV – Comcast  Electrical Service – Littleton Light Department and Hudson Light and Power Department, the latter serving a portion of southeastern area of Boxborough  Natural Gas Service – Keyspan  Telephone Service – Verizon  The Town does not provide water or sewerage.
TRANSPORTATION:	Commuter rail service is available in South Acton and Littleton.
PUBLIC SAFETY:	Police Department  Fire Department  Ambulance  Emergency Medical Technicians  Public Safety Dispatch Center

## FEDERAL AND STATE OFFICIALS

### President of the United States

George W. Bush  
president@whitehouse.gov  
The White House  
1600 Pennsylvania Avenue, N.W.  
Washington, DC

Tel: 202-456-1414  
Fax: 202-456-2461

### United States Senators

Edward M. Kennedy  
senator@kennedy.senate.gov  
2400 JFK Building  
Boston, MA 02203  
Tel: 617-565-3170, or  
317 Russell Senate Office Building  
Washington, DC 20515  
Tel: 202-224-4543  
Fax: 202-224-2417

John F. Kerry  
john.kerry@kerry.senate.gov  
One Bowdoin Square  
Boston, MA. 02114  
Tel: 617-565-8519  
Fax: 617-248-3870, or  
304 Russell Senate Office Building  
Washington, DC. 20515  
Tel: 202-225-3411  
Fax: 202-224-8525

### Representative in Congress

Martin T. Meehan  
mtmeehan@mail.house.gov  
11 Kearney Square  
Lowell, MA. 01852  
Tel: 978-459-0101  
Fax: 978-459-1907, or

2447 Rayburn House Office Building  
Washington, DC. 20515  
Tel: 202-225-3411  
Fax: 202-226-0771

## OFFICIALS OF THE COMMONWEALTH

### Governor

### Lt. Governor

### Secretary

### Treasurer

### Auditor

### Attorney General

### Senator, Middlesex & Worcester District

Mitt Romney

Kerry Murphy Healey

William Francis Galvin

Timothy P. Cahill

A. Joseph DeNucci

Thomas F. Reilly

Pamela P. Resor

State House, Room 410

Boston, MA. 02133

Tel: 617-722-1120

Fax: 617-722-1089

presor@senate.state.ma.us

James Eldridge

State House, Room 437

Boston, MA. 02133

Tel: 617-722-6160

Fax: 617-626-2708

Rep.jameseldridge@hou.state.ma.us

### Representative in General Court, 37<sup>th</sup> Middlesex Dist.



## ELECTED TOWN OFFICIALS

### **Moderator**

Reginald C. Brown (2003)

### **Town Clerk**

Virginia B. Richardson (2003)

### **Board of Selectmen**

Dave Birt, Chair (2003)

Donald Wheeler, Clerk (2004)

Simon Bunyard (2003)

Les Fox (2005)

Kristin Hilberg (2005)

Tim Rudolph, Chair (2002)

### **Board of Health**

#### ***Also Mosquito Advisory Committee***

Marie C. Cannon, Chair (2005)

Philip J. Alvarez (2003)

Bryan Lynch (2004)

### **Collector of Taxes**

Maripatt Shemowat (2003)

### **Commissioner of Trust Funds**

The Selectmen

### **Constables**

David L. Birt (2004)

Richard Golden (2004)

### **Library Trustees**

Gregory A. Ross, Chair (2003)

Elaine Garabedian (2003)

Sandra Haber (2004)

Robert McNeece (2004)

Janet Glidden (2005)

Janet Tyndall (2005)

### **Planning Board**

Karen Metheny, Chair (2005)

Michael Ashmore, Clerk (2003)

John Markiewicz (2004)

Owen Neville (2004)

Jennie L. Rawski (2005)

#### ***Appointed by BoS & Planning Board***

David Kembel, Associate Member (2005)

### **Boxborough School Committee**

#### ***Local and AB Regional***

Rebecca R. Neville (2005)

\*\*Elizabeth A. Markiewicz (2003)

John Fallon (2004)

\*Carole Nonomura (2003)

#### ***Local Only***

\*\* Carol Geist (2003)

Raid Suleiman (2004)

\*Elizabeth A. Markiewicz (2003)

## APPOINTMENTS MADE BY SELECTMEN

### **Town Administrator**

Natalie T. Lashmit (2004)

### **Assistant Town Administrator**

Selina S. Shaw (2004)

### **Accountant**

Michael Guzzo (2003)

### **Assessor**

Colleen Whitcomb (2003)

### **Building Inspector and Code Enforcement Officer**

\*Michael Giampietro (2003)

### **Assistant Building Inspector**

\*Michael Tusino (2003)

### **Interim Assistant Building Inspector**

\*\*John Field (2003)

### **Town Planner**

Alicia A. Altieri (2003)

### **Treasurer**

Stanley Smith (2003)

### **Animal Control Officer**

Donald C. Morse (2003)

### **A/B Cultural Council**

Mitzi Weil (2003)

Susan Page (2004)

Diane Hoff (2003)

Janet Tyndall (2002)

**Airport Study Committee**

Michael O'Leary, Chair (2003)  
Anne Canfield (2003)  
Peter Joy (2003)  
Jacklyn Mayer (2003)  
William Litant (2005)

**Board of Appeals**

Katherine Becker, Chair (2004)  
\*\*Peggy Molander (2005)  
Karim Raad (2005)  
Clifford Perry (2006)  
Peter Joy (2007)  
\*Bruce Sabot (2002)  
\*Christian Habersaat (2003)  
David Kembel (2002)

**Board of Registrars**

Sara Wagg (2003)  
Patricia White (2004)  
Nancy Brown (2005)

**Boxborough Housing Board**

Channing Wagg, Chair (2003)  
Joan Meyer (2003)  
Jeff Handler (2004)  
David Kendrick (2004)  
Ron Vogel (2004)  
R. Allen Murphy (2005)  
John Fallon (Ex-off Sch. Comm.)  
Les Fox (Ex-off BoS)  
Dave Koonce (Ex-off ConsComm)  
\*\*Anton Reinert (Ex-off FinComm)  
\*David Kembel (Ex-off ZBA)  
\*Kathy Klier (Ex-off FinComm)  
Liz Stein (2002)

**Boxborough Information****Technology Committee**

Eric Tornstrom, Chair (2004)  
Lori Lotterman (2003)  
Frank Powers (2003)  
Greg Bosworth (2004)  
Dan Tappan (2004)  
Kenneth King (2005)  
Jamie Rogers (2005)

**Cable Advisory Committee**

Kenneth King, Chair (2003)  
Eric Tornstrom (2003)  
Matt Wilbert (2005)

Thomas Jordan (2002)  
Mark White (2002)  
Robert Zurek (2002)

**Cemetery Commission**

Kenneth March (2003)

**Cemetery Superintendent**

Donald C. Morse (2002)

**Conservation Commission**

Charlene Golden, Chair (2005)  
Patricia Davis (2003)  
Paul Rey (2003)  
Norman Hanover (2004)  
Barbara Warren (2004)  
David Koonce (2005)  
Helen Volkman (2005)  
***Appointed by ConsComm***  
Linda Coe, Associate Member  
Walter Hoyt, Associate Member  
Rosemary Balfour, Associate Member  
Janice Rejto, Associate Member

**Council on Aging**

Karyn Kealty, Chair (2004)  
Nancy Crowley (2003)  
Dean Machamer (2003)  
Elaine Garabedian (2004)  
Mary Larson (2004)

**Design Review Board**

Tim Rudolph, Chair (2003)  
Karen Metheny (2003)  
Scott Robinson (2003)  
Susan Page, At-large (2003)  
Clifford Perry (2004)

**Dog Officer**

Phyllis Tower (2003)

**Election Warden**

Richard Golden (2003)

**Field Driver**

George C. Krusen II (2003)

**Fire Chief, Fire Warden, Emergency Management  
Director, Roy Custance Scholarship**  
William E. Clayton (2003)

**Firefighters/Emergency  
Medical Technicians (2003)**

***Appointed by Fire Chief***

Michael Kidd, Deputy Chief (Per-diem)  
Kenneth March, Captain/EMT (Per-diem)  
James DeVogel, Lieutenant /EMT (Per-diem)  
Robert M. Smith, Lieutenant /EMT (Per-diem)

***Firefighter/EMT (Permanent)***

Randolph T. White  
Scott C. Coleman  
Dennis C. Smith

***Firefighter/EMT (Per-diem)***

Matthew Callahan  
Troy O. Cooley  
Margaretta Cooper (*Firefighter/EMT-P*)  
Edmond Daigneault  
Justin M.V. Geneau  
Shawn S. Gray  
Sean Kiley  
David Lefebvre  
Edward Lindsay  
Christopher MacMillian  
Robert E. Manley  
Richard Morin  
David Nichols  
Theodore J. Noke  
William G. Noke  
Nicholas E. Pentedemos  
Thomas E. Sherr  
Brenda M. Smith  
Robert F. Sokolowski  
Robert T. Stemple  
\* Timothy A. Farrar

***Firefighters***

Warren Morse  
Adam A. Nichols  
Brandon O. Nichols  
Michael J. O'Donnell  
Lawrence Roche  
Scott Krug (*Trainee*)

**Historical Commission**

Alan Rohwer, Chair (2004)  
Mary Larson (2003)  
Shirley Warren (2003)  
Astrid Chalupa (2004)  
Scott Robinson (2004)

**Inspector of Animals**

***(Nominated by BoS, appointed by  
Commonwealth of Massachusetts)***  
Donald C. Morse (2003)

**Inspector of Gas & Plumbing**

Gary Corey (2003)  
Norman Card, Jr., Asst. (2003)

**Wire Inspector**

Thomas A. Argento, Jr. (2003)

**Northeast Solid Waste Committee**

Natalie T. Lashmit (2003)  
Selina S. Shaw, Alternate (2003)

**Permanent Building Committee**

Clifford Perry (2004)  
Greg Turner (2004)  
Simon Bunyard (2005)

**Personnel Board**

Sara Ann Gephart, Chair (2003)  
Richard Golden, Vice Chair (2004)  
Virginia Vockel, Clerk (2003)  
Geoffrey Neagle (2003)  
Robert Sokolowski, Employee Member (2004)

**Police Chief**

Richard G. Vance, Jr. (2004)

**Police Officers (2003)**

Stephen P. Trefry, Sergeant  
Warren Ryder, Sergeant  
Nicholas A. DiMauro, Patrol Officer  
Jeffrey C. Landgren, Patrol Officer  
Benjamin Lavine, Patrol Officer  
Warren J. O'Brien, Patrol Officer  
Brett A. Pelley, Patrol Officer  
Robert R. Romilly, Jr., Patrol Officer

**Police Secretary**

Michele Hauser (2003)

**Special Police Officers (2003)**

Gordon Clark  
 John P. Corbett  
 James V. DeLuca  
 Christopher Demers  
 Steven P. Duffy  
 Matthew J. Furlong  
 Michael L. Jacobs  
 Sherry Priest  
 Robert J. Stack

**Lock-Up Attendants (2003)**

Jon Butler  
 Michelle Hauser  
 Sophia Kotabaldiris  
 Clifford Perry  
 Sherry Priest  
 Marcie Rice  
 Deborah Richardson

**Crossing Guard**

Lee Robinson

**Public Celebrations**

Nancy Fillmore, Chair (2003)  
 Laraine King (2003)  
 Lori Morse (2003)  
 Patricia Fallon (2004)  
 Margaret Stockley (2005)

**Public Safety Dispatch Officers (2003)*****Appointed by Fire Chief***

Jonathan Butler  
 Christopher Demers  
 Sherry Priest  
 Marcie Rice  
 Nate Bowolick, Part Time  
 Jonathan Mead, Part Time  
 Richard Seeley, Part Time  
 Carolyn Verger, Part Time

**Public Works Dir., Tree Wrtn. & Moth Super.**  
 Kenneth March (2003)

**Chief Procurement Officer**

Natalie T. Lashmit (2004)

**Public Works Department**

Jeffery L. Brown  
 Scott Doughty  
 Thomas Garmon  
 Lawrence Roche  
 Robert Sokolowski

**Recycling Attendant**

Lawrence Roche

**Steele Farm Advisory Committee (2003)**

Owen Neville, Chair  
 Arden Veley  
 \*\*David Birt  
 \*Sharon Jordan (2002)

**Town Counsel**

Kopelman & Paige (2003)

**Town Hall Employees**

\*\*Linda Ajootian, Secretary  
 Mary Cobleigh, Secretary  
 Claire Kuipers, Secretary  
 Andrea Veros, Secretary  
 Debbie Walsh, Secretary  
 Patricia White, Secretary  
 \*Catherine Campbell, Secretary  
 Kathie Schwarting, COA Coordinator  
 Skip Spinney, Custodian

**Veterans' Agent**

Donald C. Morse (2003)

**Assistant Veterans' Agent**

Virginia Richardson (2003)

**APPOINTMENTS MADE BY MODERATOR****Finance Committee**

James Gorman, Chair (2003)  
 Neal Hesler, Vice Chair (2004)  
 Gary Kushner, Secretary (2005)  
 Lorraine Carvalho (2003)  
 Jane Soule (2003)  
 Kathy Klier (2004)  
 Keshava Srivastava (2004)  
 Anton Reinert (2005)  
 Michael Toups (2005)

\*Kristin Hilberg, Chair (2003)

**Recreation Commission**

Susan Reuther, Secretary (2003)  
 Victor Tremblay, Treasurer (2005)  
 Mike Murphy (2003)  
 Christopher Noble (2003)  
 Kevin Lehner (2004)  
 Todd Webber (2004)

**Minuteman Regional School**  
Donna M. Corey (2003)

**APPOINTMENTS MADE  
BY THE LIBRARY BOARD OF TRUSTEES**

**Library Building Committee (2003)**

Janet Glidden, Co-Chair (Library Trustee)  
Greg Ross, Co-Chair (Library Trustee)  
Elaine Garabedian, Library Trustee  
Simon Bunyard, Board of Selectmen  
Liz Markiewicz, School Committee  
Karyn Kealty, Council on Aging  
Greg Turner, Permanent Building Committee  
Shirley Warren, Historical Commission  
Pat Fallon, At-large (Historical Society)  
Judy Reiter, At-large (Library staff)  
Tim Rudolph, At-large  
Anna Merrington, At-large (Friends of the Boxborough Library)

Maureen Strapko, ex-officio, Library Director  
Gary Kushner, ex-officio, Finance Committee  
Jane Soule, ex-officio, At-large, former Library Director  
J. Stewart Roberts, ex-officio, Architect

**Library**

Maureen Strapko, Director  
Ruth Hamilton, Assistant Librarian  
Joanne Parker, Assistant Librarian  
\*\*Marion Powers, Assistant Librarian  
Judy Reiter, Assistant Librarian  
Ramika Shah, Assistant Librarian  
\*Jennifer King, Assistant Librarian  
\*Diane Machamer, Assistant Librarian

**APPOINTMENTS MADE  
BY THE BOARD OF HEALTH**

**Water Resources**

Philip Alvarez  
Marie Cannon  
Norman Hanover

Kristin Hilberg  
Bryan Lynch  
Elizabeth Markiewicz  
Donald Wheeler

\* Resigned

\*\* Appointed to fill vacancy

## BOARD OF SELECTMEN

Sitting down to write the Selectmen's Report with the feeling that all has been quiet and a year of just normal course of business is a little daunting. That is, until someone points out the number of tasks that have been taken on and for the most part completed.

Town-wide GIS has been implemented, up and improving every day. The installation and completion of a purchase order system has improved our financial control. We requested and went through a DOR financial management evaluation and report. The Boxborough leadership forum was instituted as an ad hoc advisory committee to explore the Town's financial operation. The Master Plan for Boxborough was developed and is well under way. Our condo conversion plan was contracted and completed as a part of the Affordable Housing Plan. Money was voted at Town Meeting and the Housing Board is moving our compliance with this Chapter of Mass. General Law forward. The historic inventory of Steele Farm was undertaken and completed.

Construction on Liberty Fields was started and mostly completed ahead of schedule and under budget thanks to the efforts of the Recreation Commission, Public Works Department and volunteers. We look forward to these fields being put into use in 2003. Additionally, the fields to be donated by Cisco should be turned over during the next few months and also become available for use in 2003. The Library Building Committee has experienced a number of engineering and design challenges and has worked hard at resolving them and moving the project steadily forward.

The Senior Tax work off program was accepted at Town Meeting and started. Based on input from those directly involved it has been a great success story for all. The seniors are enthusiastic about getting involved in operations of the Town and getting to meet and work with the staff at Town Hall. The staff is getting to know and work directly with these townspeople.

We have a new assessor and new assessor's software. The new software required a complete data verification and conversion, all occurring during a Revaluation Year that saw a marked increase in valuations. In spite of, or perhaps due to these changes, tax bills went out on time. Some problems were noted and are being addressed.

Boxborough's LEPC (Local Emergency Preparedness Committee) was formed and initial certification received. Our Comprehensive Emergency Plan has been updated and is being distributed. The Police motorcycle has been on community patrol. New thermal imaging cameras and cell monitoring cameras have been obtained. Major new software purchases are in place. A new compressor system for firefighter's breathing apparatus was approved by Town Meeting, purchased and installed in an area built mostly by the firefighters themselves.

And the list goes on and on.

When you hold that the quickest way to get things done is not to worry about who gets credit, you have to also stop and remember to say thank you. Most of us are never given this opportunity to say, "Thank you all very much," publicly and in writing. I hesitate to mention people or groups by name with the certainty that groups like the Public Celebrations or Garden Club who just do their work for the town quietly and with little fanfare, along with the church that's always there when needed, to name just a few, will appear to have been forgotten.

To ALL THE VOLUNTEERS, both past and present who gave freely of their time and talents,

to the employees, whose contributions often went unrecognized and uncompensated,

Thank you all very much.

To the ZBA and Planning Board members, the ConsCom, BITCom, FinCom and Board of Health, it is a tribute to your efforts that a project the size of Cisco has had such a small impact on the workings and character of our Town. All of those involved in the Cisco project, including the Cisco employees, can take a great deal of pride in the result to date. It is truly outstanding in thought, design and implementation. Where anyone has seen an area of concern, they have addressed it, corrected it and made this an outstanding addition.

David L. Birt  
for the Board of Selectmen

## **PERSONNEL BOARD**

Personnel Board participated in the renewal negotiations for Town Hall Unions A and B and the Fire Department Union. We also assisted the Library Trustees in developing a personal contract for the Library Director to move the position to Department Head status.

Personnel Board held hearings on employee complaints/grievances and made recommendations regarding resolution.

At Annual Town Meeting we requested changes and clarifications to the Personnel Administration Plan. Approved changes to 14 existing Articles are too numerous to list; most were to align the non-union employee benefits and procedures with those negotiated into Union contracts. Examples are the Complaint/Grievance procedure, training reimbursement policy, vacation policy, and the procedure for granting step increases. A Management Rights Article was added. As usual, Schedules A & B were updated for all categories/titles of Town Employees, except School personnel. Pay increases for 2002 (Schedule B) were limited to cost of living, the Consumer Price Index for the Boston area.

One very time consuming task dealt with retiree benefits. The Personnel Board held a hearing with School personnel planning to retire and received correspondence from Town Hall employees planning to retire. After much discussion and research, retiree benefits policy was resolved when Town Counsel explained Mass General Laws on the subject.

Members participated in Mass Municipal Personnel Association program on Labor Relations.

Members of the Personnel Board conducted exit interviews with employees leaving positions for various reasons.

## **TOWN COUNSEL**

During 2002, Town Counsel provided significant legal services to the Town, including the rendering of numerous legal opinions, approving contracts as to form, attending Town Meetings, and meeting with the Board of Selectmen and various other Town boards. There are currently ten active litigation cases involving the Town which are pending in various state courts. The majority of these cases involve appeals from decisions of the various land use boards. During 2002, six cases were closed.

Town Counsel has worked closely with the Boxborough Housing Board to implement the condominium exchange program which was funded at the 2002 Annual Town Meeting. We have also been providing advice and assistance to the Zoning Board of Appeals regarding two Chapter 40B comprehensive permit applications. Town Counsel has also been assisting the library trustees in planning for the construction of the new library on the Hager site. Finally,

Town Counsel has been working closely with Town Administration on telecommunications tower issues and to encourage the siting of towers on town-owned property.

We extend our appreciation to the Board of Selectmen for its confidence in retaining this firm. We also appreciate the assistance and cooperation we have received on all matters from the Board of Selectmen, Town Meeting, the Town Administrator, the Assistant Town Administrator, the department heads, and the boards and committees with whom we have worked. We look forward to working with the members of the Town government in the future.

Respectfully submitted,  
Kopelman and Paige, P.C.  
Town Counsel

### **Matters Pending with Town Counsel**

#### ***Applewood Community Corp. v. Boxborough Board of Health***

Middlesex Superior Court, C.A. No. 99-03026

This is an action appealing a denial of a variance under Title 5 by the Board of Health for the Applewood Condominium complex. Because some of the septic systems, which require upgrading, are located within the Zone I of a public water supply, Title 5 requires that either the septic systems or the well be relocated unless the Board of Health grants a variance. The complaint was filed on July 16, 1999. Settlement negotiations are ongoing and issues relating to one of the condominium complexes (Applewood I) has been resolved with the recommendation of a grant of variance to the Department of Environmental Protection (DEP).

#### ***Banfield v. Boxborough Zoning Board of Appeals***

Ayer District Court, C.A. No. 9948-CV-0119

This is an appeal by a property owner of a decision by the Zoning Board of Appeals determining that an 8-foot fence is a structure subject to setback requirements. The Zoning By-Law was clarified at the 1999 Annual Town Meeting when the definition of structure was revised to specifically include a fence. Town Counsel is not taking an active role in this case. There has been no further activity in this case.

#### ***Gutierrez Company, et al. v. Boxborough Board of Appeals***

Middlesex Superior Court, C.A. 01-0426

This is an appeal by an abutter from a decision of the Board of Appeals granting a special permit to allow an expansion of the Holiday Inn. The complaint was filed on January 29, 2001. Plaintiff has propounded discovery requests upon the Board. In addition, the parties have filed two joint motions for extension of the tracking order, resulting in the continuation of all relevant due dates, including discovery responses. The parties are negotiating toward settlement. The Court has scheduled a pretrial conference for May 5, 2003 in which the parties will be obligated to participate unless the litigation is settled prior to that date. If the matter is not resolved by the parties, the Board will also be required to respond to all outstanding discovery requests.

#### ***Maple Creek Farm v. Boxborough Planning Board (Scarlet)***

Land Court, Misc. No. 247837

This is an appeal of a decision of the Planning Board denying endorsement of an approval not required plan for property located off Flagg Hill Road. Since the complaint was filed in May 1998, the Town has exercised its option under c.61B to acquire the land, which was the subject of the ANR plan. Since the Town has acquired the land in dispute, the appeal is now moot.



***Marcus Family Realty Trust v. Town of Boxborough Planning Board***

Land Court, Misc. No. 265068

This is an appeal from a decision of the Planning Board disapproving a preliminary subdivision plan for the Tanager Estates subdivision. The complaint was served on July 12, 2000. The complaint also seeks a declaratory judgment that the Zoning By-Law is invalid as applied and an assessment of damages for a regulatory taking. Plaintiff has taken no further action in the case.

***Metheny v. Boxborough Zoning Board of Appeals***

United States District Court, C.A. No. 02-CV-11494 (WGY)

This is an appeal of a grant of a special permit and variance to allow Omnipoint Communications to construct a telecommunications tower on property located at 335 Burroughs Road. The special permit and variance were issued pursuant to a judgment entered by the U.S. District Court in Omnipoint Holdings v. Town of Boxborough (U.S. District Court, C.A. No. 01-12019-WGY). Metheny originally filed the appeal in Superior Court, but the case was removed to Federal Court. The District Court, in a decision dated September 26, 2002, found in favor of Omnipoint, and the plaintiffs have appealed. The Town is taking an inactive role in the litigation, allowing Omnipoint to defend.

***Minute Man Air Field, Inc. v. Town of Boxborough, et al.***

Land Court, Misc. No. 212208

This is a declaratory judgment action filed on November 8, 1994, in which the plaintiff seeks to invalidate a provision of the Zoning By-Law restricting airport uses in the Town. The plaintiff has not pursued the case.

***Reed Farm Inc. v. Boxborough Conservation Commission***

Middlesex Superior Court, C.A. No. 01-0282

This is a *certiorari* appeal of the Conservation Commission's denial of an Order of Conditions to permit the construction of a driveway through wetlands on Reed Farm's property for the purpose of accessing an upland area on which Reed Farm proposes to construct a single family home. This action also challenges the validity of certain wetlands regulations and alleges a "takings" claim. The Superior Court has dismissed the *certiorari* appeal. In December 2002, the Conservation Commission filed a motion for summary judgment.

**Labor Cases**

***Massachusetts Coalition of Police, Local 200A and Town of Boxborough (Unfair Labor Practice Charge)***

Labor Relations Commission No. MUP-02-3606

This is an unfair labor practice charge that the union representing dispatchers filed in November of 2002. The charge alleges that the Town failed to bargain in good faith regarding the terms of the initial collective bargaining agreement. The union specifically alleges that the Town engaged in regressive bargaining.

***Massachusetts Coalition of Police Local 200 and Town of Boxborough***

(DiMauro Educational Pay Arbitration)

AAA No. 11 390 01832 1

This is an arbitration filed by the police union alleging that the Town violated the terms of the collective bargaining agreement by failing to pay an officer educational incentive payments. This case is scheduled to be heard on May 20, 2003. In the meantime, the parties are continuing to explore settlement options.

## **Cases Closed in 2002**

### ***Chandler v. Boxborough Planning Board***

Land Court Misc. No. 284887

This was an appeal of site plan approval in connection with the Cisco Systems Development. The complaint was filed in December 2002. The private parties reached a settlement, and a stipulation of dismissal was filed in January 2003.

### ***Massachusetts Coalition of Police Local 200 and Town of Boxborough (Unfair Labor Practice Charge)***

Labor Relations Commission No. MUP-02-3407

This was an unfair labor practice charge filed by the dispatchers' union alleging that the Town violated G.L.c.150E by unilaterally changing the dispatchers' rate of pay. The parties have settled this case.

### ***Omnipoint Holdings, Inc. v. Town of Boxborough, et al.***

U.S. District Court, C. A. No. 01-12019-WGY

This was an appeal under the federal Telecommunications Act and the state Zoning Act from the denial by the Board of Appeals of a petition to locate a wireless communications monopole at 335 Burroughs Road. Oral argument was held before the Court and the parties negotiated a settlement, which resulted in the issuance of the necessary zoning approvals and the litigation was terminated.

### ***Towns of Littleton and Harvard v. Boxborough Planning Board***

Land Court Misc. No. 277236

This was an appeal from a decision of the Planning Board granting an amendment to an Open Space Commercial Development special permit for the Cisco Systems Development. The appeal was filed in January 2002. In January 2003, the Towns and Cisco reached a settlement, and a stipulation of dismissal was filed.

### ***White v. Boxborough Conservation Commission***

Middlesex Superior Court C.A. No. 00-2933L2

This was a *certiorari* appeal from the denial of an order of conditions under the Town's General Wetlands By-Law for construction of a house and driveway within a resource area on Depot Road, and a "takings" claim. In October 2002, the Conservation Commission approved a revised plan and the appeal was dismissed.

### ***White v. Boxborough Zoning Board of Appeals***

Middlesex Superior Court C.A. No. 99-3618

This was an appeal of a decision of the Zoning Board of Appeals denying an application for a special permit to construct a house, driveway, and a portion of a septic system in the Wetlands and Watershed Protection District on land located off Depot Road. This appeal was settled at the same time as *White v. Conservation Commission*.

## TOWN ASSESSOR

Fiscal Year 2003 (July 1, 2002 – June 30, 2003) was a triennial certification year for the Town of Boxborough, which means the Department of Revenue (DOR) must certify that assessed property values reflect market value. In anticipation of the need for a major revaluation of property values to bring the Town into compliance with DOR requirements, computer software and staffing of the Assessing department were reviewed and several changes were made. A new CAMA (Computer Assisted Mass Appraisal) system was installed and at Annual Town Meeting voters approved funding for a professional revaluation, which was contracted to Patriot Properties, Inc. All commercial property and taxable personal property were inspected and valued. Sales of residential property in 2001 were analyzed in order to ascertain fair market values. With the rapid increase in real estate prices over the past three years, assessed values had fallen well behind actual sales prices. Valuations increased on average by approximately 37%, bringing the median assessed value for a single family home from \$347,000 to \$476,900. In November, the DOR certified values and approved a tax rate of \$12.78. Below is a breakdown of valuation by class of property:

<b>Classification</b>	<b>Value</b>	<b>Tax Dollars</b>	<b>Levy %</b>
Residential	\$656,587,808	\$ 8,391,192	76.5%
Commercial	75,740,920	967,969	8.8
Industrial	118,246,490	1,511,190	13.8
Personal Property	<u>7,374,610</u>	<u>94,247</u>	<u>.9</u>
	<u>\$857,949,828</u>	<u>\$10,964,598</u>	<u>100.0%</u>

There was a slight decrease in the percentage of value in the Commercial/Industrial Personal Property classes. In FY 2002 the total was 26%, dropping this year to 23.5%. Although Boxborough did still benefit from new growth tax dollars from the Cisco Development, the overall commercial property values slowed down while residential property sales continued to rise steadily in 2001.

Property values are now available on-line ([www.town.boxborough.ma.us](http://www.town.boxborough.ma.us)). In addition to printed material, a counter terminal has been installed providing easy access to all property records. Please feel free to call or visit the office if you have any questions regarding your property value or the assessment process in general.

I would like to thank the Board of Selectmen, Town Administrator, Assistant Town Administrator, Finance Committee, Information Technology Committee (BITcom) and my assistant, Debbie Walsh, for all their support during the past year. Many hours were devoted to helping me implement changes that have improved the efficiency of the office, and will assist me in my job of maintaining fair and equitable assessments.

Respectfully submitted,  
Colleen Whitcomb, MAA  
Town Assessor

**TAX COLLECTOR  
FISCAL YEAR 2002**

**REAL ESTATE TAX**

<b>Fiscal Year</b>	<b>Uncollected as of 7/1/01</b>	<b>Commitments</b>	<b>Tax Title Exemptions Abatements</b>	<b>Collections</b>	<b>Refunds</b>	<b>Outstanding as of 6/30/02</b>
2002	-	\$ 9,700,690.53	\$ 40,965.26	\$ 9,660,646.88	\$ 53,724.90	\$ 52,803.29
2001	\$ 48,021.41	-	\$ 3,479.74	\$ 38,411.83	\$ 3,479.74	\$ 9,609.58
2000	\$ 4,455.83	-	-	\$ 2,813.41	-	\$ 1,642.42
1999	\$ 1,455.19	-	-	-	-	\$ 1,455.19
1998	\$ 1,190.36	-	-	\$ 63.16	-	\$ 1,127.20
1997	\$ 646.00	-	-	-	-	\$ 646.00
1996	\$ 10,940.94	-	-	\$ 10,330.27	-	\$ 610.67
1995	\$ 6,953.36	-	-	\$ 6,118.24	-	\$ 835.12
1994	\$ 3,187.34	-	-	-	-	\$ 3,187.34
1993	\$ 2,982.78	-	-	-	-	\$ 2,982.78
1992	\$ 2,228.81	-	-	-	-	\$ 2,228.81
1991	\$ 308.94	-	-	-	-	\$ 308.94
1990/ prior	\$ 6,716.23	-	-	-	-	\$ 6,716.23
	<u>\$ 89,087.19</u>	<u>\$ 9,700,690.53</u>	<u>\$ 44,445.00</u>	<u>\$ 9,718,383.79</u>	<u>\$ 57,204.64</u>	<u>\$ 84,153.57</u>

**PERSONAL PROPERTY TAX**

<b>Fiscal Year</b>	<b>Uncollected as of 7/1/01</b>	<b>Commitments</b>	<b>Abatements</b>	<b>Collections</b>	<b>Refunds</b>	<b>Outstanding as of 6/30/02</b>
2002	-	\$ 166,667.51	-	\$ 106,603.91	\$ 703.70	\$ 60,767.30
2001	<u>\$ 1,797.16</u>	<u>\$ -</u>	<u>-</u>	<u>\$ 355.19</u>	<u>\$ -</u>	<u>\$ 1,441.97</u>
	<u>\$ 1,797.16</u>	<u>\$ 166,667.51</u>	<u>-</u>	<u>\$ 106,959.10</u>	<u>\$ 703.70</u>	<u>\$ 62,209.27</u>

**MOTOR VEHICLE EXCISE TAX**

<b>Fiscal Year</b>	<b>Uncollected as of 7/1/01</b>	<b>Commitments</b>	<b>Abatements</b>	<b>Collections</b>	<b>Refunds</b>	<b>Outstanding as of 6/30/02</b>
2002	-	\$ 530,685.03	\$ 6,791.84	\$ 492,738.16	\$ 2,511.50	\$ 33,666.53
2001	\$ 39,523.53	\$ 88,469.14	\$ 7,108.86	\$ 115,781.03	\$ 5,268.60	\$ 10,371.38
2000	\$ 8,783.65	\$ 15,052.53	\$ 441.05	\$ 17,429.13	\$ 284.02	\$ 6,250.02
1999	\$ 5,736.90	\$ 1,630.01	\$ 28.75	\$ 3,513.04	-	\$ 3,825.12
1998	\$ 2,337.49	\$ 52.50	-	\$ 218.12	-	\$ 2,171.87
1997	\$ 2,610.72	-	-	\$ 279.16	-	\$ 2,331.56
1996	\$ 2,966.27	-	-	\$ 351.25	-	\$ 2,615.02
1995	<u>\$ 4,691.22</u>	<u>-</u>	<u>-</u>	<u>\$ 14.02</u>	<u>-</u>	<u>\$ 4,677.20</u>
	<u>\$ 66,649.78</u>	<u>\$ 635,889.21</u>	<u>\$ 14,370.50</u>	<u>\$ 630,323.91</u>	<u>\$ 8,064.12</u>	<u>\$ 65,908.70</u>

**ROLL-BACK TAX / CONVEYANCE TAX / PENALTY WITHDRAWAL TAX**

<b>Fiscal Year</b>	<b>Uncollected as of 7/1/01</b>	<b>Commitments</b>	<b>Abatements</b>	<b>Collections</b>	<b>Refunds</b>	<b>Outstanding as of 6/30/02</b>
1997	\$ 34.00	-	-	-	-	\$ 34.00
1996	\$ 45.12	-	-	-	-	\$ 45.12
1995	\$ 42.24	-	-	-	-	\$ 42.24
1994	\$ 40.56	-	-	-	-	\$ 40.56
1993	\$ 14.60	-	-	-	-	\$ 14.60
	<u>\$ 176.52</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ 176.52</u>

**ADDITIONAL REVENUES COLLECTED DURING FY 2002**

<b>INTEREST</b>	\$ 23,300.48
<b>MUNICIPAL LIEN CERTIFICATES</b>	\$ 12,725.00
<b>DUPLICATE TAX BILL CHARGES</b>	\$ 4,533.00
<b>DEMAND FEES</b>	<u>\$ 3,925.00</u>
<b>TOTAL</b>	\$ 44,483.48

**TOWN ACCOUNTANT**

To the Honorable Board of Selectmen of Boxborough:

Submitted herewith is the annual report covering the financial transactions for the Town of Boxborough for the year ended June 30, 2002. This unaudited report includes:

- Combined Balance Sheet
- Combined Statement of Revenues, Expenditures and Changes in Fund Balances
- Budget to Actual Variance Report
- Nonexpendable Trust Funds – Statement of Cash Flow and Statement of Revenues, Expenses and Changes in Fund Equity
- Schedule of Long Term Debt

The Town of Boxborough is required to implement GASB 34 in fiscal year 2003. The new reporting model adds operational accountability that focuses on long-term assets and liabilities and the change in net assets from one year to another. The major impact on Massachusetts's municipalities is the inclusion of capital assets on the financial statements.

Respectfully submitted,  
Michael Guzzo  
Town Accountant

**ALL FUND TYPES AND ACCOUNT GROUP  
COMBINED BALANCE SHEET**

**JUNE 30, 2002  
(Unaudited)**

	Governmental Fund Types			Fiduciary Fund Types	Account Group	Total (Memorandum Only)
	General	Special Revenue	Capital Projects	Trust and Agency	General Long-Term Obligations	
<b>ASSETS AND OTHER DEBITS</b>						
CASH AND SHORT-TERM INVESTMENTS	\$ 2,249,536	\$ 591,830	\$ -	\$ 1,110,063	\$ -	\$ 3,951,429
RECEIVABLES:						
Real estate and personal property taxes	88,671					88,671
Tax liens and foreclosures	167,910					167,910
Excise taxes	65,967					65,967
Intergovernmental	4,706,773	197,235				4,904,008
Other receivables	177					177
Due from other funds	37,353					37,353
INVESTMENT IN JOINT VENTURE	234,746					234,746
AMOUNTS TO BE PROVIDED FOR RETIREMENT OF LONG-TERM OBLIGATIONS					6,519,000	6,519,000
<b>TOTAL ASSETS AND OTHER DEBITS</b>	<b>\$ 7,551,133</b>	<b>\$ 789,065</b>	<b>\$ -</b>	<b>\$ 1,110,063</b>	<b>\$ 6,519,000</b>	<b>\$ 15,969,261</b>
<b>LIABILITIES AND FUND EQUITY</b>						
LIABILITIES:						
Warrants payable	\$ 221,900	\$ 27,660	\$ 22,323	\$ 103,736	\$ -	\$ 375,619
Other liabilities	428	7,033		11,876		19,337
Reserve for abatements	-					-
Deferred revenues	5,021,999	197,235				5,219,234
Compensated absences						-
Liabilities due depositors		33,432				33,432
Accrued Payroll	119,164	11,047				130,211
Due to other funds			37,353			37,353
Bonds and notes payable			3,091,000		6,519,000	9,610,000
<b>TOTAL LIABILITIES</b>	<b>\$ 5,363,491</b>	<b>\$ 276,407</b>	<b>\$ 3,150,676</b>	<b>\$ 115,612</b>	<b>\$ 6,519,000</b>	<b>\$ 15,425,186</b>
FUND EQUITY:						
Reserved for:						
Encumbrances and continuing appropriations	\$ 358,771	\$ -	\$ -	\$ -	\$ -	\$ 358,771
Nonexpendable trust				76,526		76,526
Stabilization				828,605		828,605
Unreserved:						
Designated for:						
Investment in joint venture	234,746					234,746
Subsequent years' expenditures	659,033					659,033
Undesignated	935,092	512,658	(3,150,676)	89,320		(1,613,606)
<b>TOTAL FUND EQUITY (DEFICIT)</b>	<b>\$ 2,187,642</b>	<b>\$ 512,658</b>	<b>\$ (3,150,676)</b>	<b>\$ 994,451</b>	<b>\$ -</b>	<b>\$ 544,075</b>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b>\$ 7,551,133</b>	<b>\$ 789,065</b>	<b>\$ -</b>	<b>\$ 1,110,063</b>	<b>\$ 6,519,000</b>	<b>\$ 15,969,261</b>

**ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS  
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES**

**FISCAL YEAR ENDED JUNE 30, 2002**

**(Unaudited)**

	Governmental Fund Types			Fiduciary Fund Types	Total (Memorandum only)
	General	Special Revenue	Capital Projects	Expendable Trust	
<b>REVENUES:</b>					
Real estate and personal property taxes, net of reserve for abatements	\$ 9,824,980	\$ -	\$ -	\$ -	\$ 9,824,980
Excise taxes	777,570				777,570
Contributions				53,929	53,929
Intergovernmental	2,162,696	425,021		46,779	2,634,496
Departmental fees, fines and charges	496,826	476,206			973,032
Investment income	68,508	794			69,302
<b>TOTAL REVENUES</b>	<b>13,330,580</b>	<b>902,021</b>	<b>-</b>	<b>100,708</b>	<b>14,333,309</b>
<b>EXPENDITURES:</b>					
Current:					
General government	920,892	238,669	1,180,000		2,339,561
Public safety	1,683,961	295,218		3,432	1,982,611
Education	7,822,198	221,722	760,219	1,200	8,805,339
Public works	643,759	157,475	-	-	801,234
Human services	71,766	3,570			75,336
Culture and recreation	167,432	17,264	528,745	15,218	728,659
Pension benefits	303,634				303,634
Employee benefits	714,480				714,480
Property and liability insurance	59,468				59,468
					-
Debt service:					
Principal	783,000				783,000
Interest	395,788				395,788
<b>TOTAL EXPENDITURES</b>	<b>13,566,378</b>	<b>933,918</b>	<b>2,468,964</b>	<b>19,850</b>	<b>16,989,110</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>(235,798)</b>	<b>(31,897)</b>	<b>(2,468,964)</b>	<b>80,858</b>	<b>(2,655,801)</b>
<b>OTHER FINANCING SOURCES (USES):</b>					
Operating transfers in	-	-	156,000	47,610	203,610
Operating transfers out	(153,610)	-		(50,000)	(203,610)
		-			-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(153,610)</b>	<b>-</b>	<b>156,000</b>	<b>(2,390)</b>	<b>-</b>
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES (USES) OVER EXPENDITURE</b>	<b>(389,408)</b>	<b>(31,897)</b>	<b>(2,312,964)</b>	<b>78,468</b>	<b>(2,655,801)</b>
<b>FUND BALANCES (DEFICIT) AT BEGINNING OF YEAR</b>	<b>2,577,050</b>	<b>544,555</b>	<b>(837,712)</b>	<b>839,457</b>	<b>3,123,350</b>
<b>FUND BALANCES (DEFICIT) AT END OF YEAR</b>	<b>\$ 2,187,642</b>	<b>\$ 512,658</b>	<b>\$ (3,150,676)</b>	<b>\$ 917,925</b>	<b>\$ 467,549</b>

**GENERAL FUND  
STATEMENT OF REVENUES AND EXPENDITURES  
BUDETARY BASIS - BUDGET AND ACTUAL**

**FISCAL YEAR ENDED JUNE 30, 2002  
(Unaudited)**

	Budget	Actual	Variance Favorable (Unfavorable)
<b>REVENUES:</b>			
Real estate and personal property taxes, net of reserve for abatements	\$ 9,690,565	\$ 9,815,480	\$ 124,915
Excise taxes	779,937	777,570	(2,367)
Intergovernmental	2,093,312	2,029,696	(63,616)
Departmental fees, fines and charges	375,948	496,826	120,878
Investment income	104,000	68,508	(35,492)
<b>TOTAL REVENUES</b>	<b>\$ 13,043,762</b>	<b>\$ 13,188,080</b>	<b>\$ 144,318</b>
<b>EXPENDITURES:</b>			
Current:			
General government	\$ 1,152,621	\$ 920,892	\$ 231,729
Public safety	1,824,540	1,683,961	140,579
Education	7,874,209	7,822,198	52,011
Public works	885,692	713,768	171,924
Human services	80,368	71,766	8,602
Culture and recreation	197,471	167,432	30,039
Pension	170,634	170,634	-
Employee benefits	730,170	714,480	15,690
Insurance	51,484	59,468	(7,984)
State and county charges	36,488	-	36,488
Debt service:			
Principal	783,000	783,000	-
Interest	396,214	395,788	426
<b>TOTAL EXPENDITURES</b>	<b>\$ 14,182,891</b>	<b>\$ 13,503,387</b>	<b>\$ 679,504</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>\$ (1,139,129)</b>	<b>\$ (315,307)</b>	<b>\$ 823,822</b>
<b>OTHER FINANCING SOURCES (USES):</b>			
Operating transfers in	-	-	-
Operating transfers out	(153,610)	(153,610)	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>\$ (153,610)</b>	<b>\$ (153,610)</b>	<b>\$ -</b>
<b>EXCESS OF REVENUES AND OTHER FINANCING SOURCES (USES) OVER EXPENDITURES</b>	<b>\$ (1,292,739)</b>	<b>\$ (468,917)</b>	<b>\$ 823,822</b>



**NONEXPENDABLE TRUST FUNDS  
STATEMENT OF CASH FLOWS**

**FISCAL YEAR ENDED JUNE 30, 2002**

**(Unaudited)**

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CASH FLOWS FROM OPERATING ACTIVITIES:

Operating income	\$ -
CASH AT BEGINNING OF YEAR	<u>76,426</u>
CASH AT END OF YEAR	<u>\$ 76,426</u>

RECONCILIATION:

Cash at end of year	\$ 76,426
Cash at end of year, Expendable Trust and Agency	<u>1,033,637</u>
CASH PER THE COMBINED BALANCE SHEET	<u>\$ 1,110,063</u>

**NONEXPENDABLE TRUST FUNDS  
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND EQUITY**

**FISCAL YEAR ENDED JUNE 30, 2002**

**(Unaudited)**

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OPERATING REVENUES:

Contributions	\$ -
FUND EQUITY AT BEGINNING OF YEAR	<u>76,426</u>
FUND EQUITY AT END OF YEAR	<u>\$ 76,426</u>

**SCHEDULE OF LONG TERM DEBT**  
**6/30/2002**  
(Unaudited)

<b>Project</b>	<b>Date Issued</b>	<b>Interest Rate</b>	<b>Outstanding at June 30, 2001</b>	<b>Issued</b>	<b>Redeemed</b>	<b>Outstanding at June 30, 2002</b>
GENERAL GOVERNMENT BONDS						
Blanchard School Building	7/1/1997	4.35-6.35%	\$ 5,950,000	\$ -	\$ 350,000	\$ 5,600,000
Land Acquisition (Hetz)	5/18/1999	4.25%	300,000	-	100,000	200,000.00
Land Acquisition (Flagg Hill)	5/18/1999	3.72%	840,000	-	280,000	560,000.00
Fire Engine	8/19/1999	5.03%	212,000	-	53,000	159,000.00
TOTAL			<u>\$ 7,302,000</u>	<u>\$ -</u>	<u>\$ 783,000</u>	<u>\$ 6,519,000</u>

Debt service requirements for interest and principal for bonds payable in future years are as follows:

<b>Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2003.....	\$ 783,000	\$ 314,852	\$ 1,097,852
2004.....	\$ 783,000	\$ 278,852	\$ 1,061,852
2005.....	\$ 403,000	\$ 239,070	\$ 642,070
2006.....	\$ 350,000	\$ 218,575	\$ 568,575
2007.....	\$ 350,000	\$ 202,387	\$ 552,387
Thereafter..	\$ 3,850,000	\$ 1,087,450	\$ 4,937,450
Total	<u>\$ 6,519,000</u>	<u>\$ 2,341,186</u>	<u>\$ 8,860,186</u>

# TOWN TREASURER

## FY 2002 Receipts

A. W. Wetherbee Library Interest	2.91	Henry H. Brooks Library Interest	78.47
A/B Cultural Council Grant	14,264.35	Highway Fund	5,444.00
Abatements to the Blind	350.00	Investment Earnings	84,383.50
Alcoholic Beverage Licenses	10,570.00	Law Enforcement Trust Fund	600.00
AT&T Comcast Capital	75,867.66	Liberty Field	60,000.00
Auctioneers Licenses	40.00	Library Fines	2,357.10
Bad Check Fees	40.00	Lien Certificates	12,175.00
Blanchard Educ. Gift Fund	6,600.00	Life Insurance WH	3,015.70
Board of Appeals Fees	1,460.20	Long-Term Disability WH	9,132.31
Board of Health Permits	710.00	Lottery Aid	243,393.00
Bond Anticipation Note Principal	3,016,000.00	Medicare WH	58,501.31
Building Admin.Fees	3,029.32	Middlesex Retirement WH	192,131.31
Building Permits	324,387.00	Milk Licenses	12.00
Cancer Insurance W/H	752.50	Miscellaneous Licenses, Permits	1,136.50
Cemetery Dept. Fees	1,750.00	Miscellaneous Revenue	776.26
Cemetery Lot Sales	3,100.00	Motel/Hotel Room Occ. Tax	157,601.00
Cemetery Perpetual Care Fund	1,900.00	Municipal Equality Library Gt	1,168.95
Cemetery Perpetual Care Fund Interest	1,194.33	MV Excise 2001 and Prior	138,279.04
Chapter 90: Highway Reimbursement	150,037.34	MV Excise 2002	492,738.16
Class-Size Reduction Prog	4,580.00	MV Excise Clear Fees	1,560.00
Community Policing	10,000.00	MV Interest	3,386.95
Conservation Fund Interest	943.31	NRC Offset Library Grant	220.37
Conservation Trust Fund Donations	51,115.00	Other Permits (Bldg.)	1,383.00
Cops Fast Grant	35,801.42	Parking Fines	260.00
Cops Fast Grant Interest	383.84	Personal Property 1993-2001	5,790.64
Cops More 01-Grant Award	88,140.00	Personal Property 2002	106,603.82
Copy Machine Gift Fund (Lib)	251.80	Peter F. Whitcomb Fund Interest	657.01
Copy, Duplicate Bill Sales	7,430.81	Planning Bd. Consult Fees, Int	66.10
Court Fines	35,317.00	Planning Board Fees	15,015.00
DARE Police Grant	6,000.00	Planning Board Guaranteed Deposits	4,416.63
Deferred Compensation WH	61,001.33	Plumb/Gas Insp. Permit Fees	8,869.50
Demand Fees	4,475.00	Police Dept. Misc. Fees	8,109.33
Deputy Collector Fees	3,717.00	Police Dept. Pistol Permits	908.00
Dog Fines	1,020.00	Police Outside Detail	82,197.82
Dog License Fees (Rev.)	4,616.00	Police Union Dues WH	5,000.00
DPW Guaranteed Deposits	2,611.64	Property Tax Interest	19,913.54
Elder Affairs Grant	2,600.00	Public Library Grant	2,853.16
Electrical Insp. Permits (Rev.)	18,344.38	Real Estate Tax 1993-2001	57,267.17
Federal Income Tax WH	644,523.42	Real Estate Tax 2002	9,718,729.36
Federal School Lunch Program	12,501.52	Recreation Comm. Fees	22,690.00
FICA WH	22,259.09	Reita Bean Library Fund	313.71
Fire Alarm Permits	2,650.00	Reita Bean Library Fund Interest	357.03
Fire Dept. Ambulance Receipts	70,104.29	Roy F. Custance EMT Fund Interest	46.36
Fire Dept. Other Permits	430.00	School Aid: Chapter 70	1,336,330.00
Fire Dept.Misc. Fees	240.00	School Construction CH645	374,472.00
Fire Outside Detail	7,830.00	School Lunch Sales	75,236.97
Fire Union Dues WH	1,560.00	School Meals Tax	167.03
Fire/SAFE Grant	2,006.59	School Revenue (Other)	102.44
Furnace Permits (Bldg.)	250.00	School Retirement WH	231,284.32
Grace M. Priest Fund Interest	50.40	School Transportation	57,989.00
Group Health Insurance WH	115,104.58	School Union Dues WH	16,593.60
Hammonds Scholarship Fund Interest	1,044.80	Siemen's Library Fund Interest	793.24
Health Protection	13,229.00	SPED 94-142 Allocation	54,369.00
SPED Early Childhood	6,225.00	SPED Curriculum Access	3,750.00
SPED Professional Development	3,750.00	Stabilization Fund Interest	41,561.83

State Income Tax WH	257,977.95
State Revenue (Other)	129.00
State School Lunch Program	2,735.30
State-Owned Land	1,074.00
Tax Liens	3,378.17
Tax Lien Interest	353.42
Tax Lien Redemption Fees	105.00
Tax Sheltered Annuities WH	93,146.44
Title I - Reading Program	9,667.00
Title VI - Building Project	1,466.00
Town Clerk Fees	1,660.00
Town Hall Dues	2,554.25
Transfer Revenue Items	47,610.38
Transfer Station Sticker Fees	14,594.00
Transient Vendors Licenses	6,140.00
Valerio's Library Fund Interest	27.05
Veterans' Benefits	10,515.00
War Memorial Fund Interest	22.68

Wetland Protection Fees	3,511.00
<b>Total FY2002 Receipts</b>	<b>\$ 5,307,318.47</b>
<b>Recapitulation</b>	
General Fund Balance, 7/1/01	\$ 3,936,290.08
Trust Fund Balance, 7/1/01	917,415.62
<i>Subtotal</i>	<u>4,853,705.70</u>
FY2002 Receipts	5,307,318.47
Less FY2002 Approved Disbursements	<u>20,401,561.97</u>
Cash on Hand 6/30/02	<u>\$ (10,240,537.80)</u>
General Fund Balance, 7/1/02	2,479,651.15
Trust Fund Balance, 7/1/02	1,005,509.59
	<u>\$ 3,485,160.74</u>

#### Projected Long Term Debt

Year	Principal	Interest	Total
FY2003	783,000.00	314,852.25	1,097,852.25
FY2004	783,000.00	278,851.35	1,061,851.35
FY2005	403,000.00	239,070.45	642,070.45
FY2006	350,000.00	218,575.00	568,575.00
FY2007	350,000.00	202,387.50	552,387.50
FY2008	350,000.00	186,025.00	536,025.00
FY2009	350,000.00	169,400.00	519,400.00
FY2010	350,000.00	152,425.00	502,425.00

Debt servicing associated with the Blanchard School addition will continue for several years past this period. Not included is the Boxborough share of the Regional School bond debt, which is determined annually by proportionate enrollment figures.

### COMMISSIONERS OF TRUST FUNDS

The Commissioners of Trust Funds herein submit their fiscal year report on the status of Trust Funds in possession of the Town Treasurer.

#### Reita Bean Library Book Fund

This fund was established in memory of the late librarian, Reita I.Bean. The sum of \$10,000 was given to the Town by her family and friends. The interest earned at Citizens Bank this year was \$357.03. Donations of \$519.48 were also received. The Trustees spent none of this fund this year. The balance in this fund at fiscal year's end is \$15,132.02.

#### Henry H. Brooks Library Fund

The sum of \$3,000 was left to the Town by Mr. Henry F. Brooks. The interest earned on the investment of these funds can be expended for certain Library purposes. No funds were expended this year. The interest earned at Citizens Bank this year was \$78.47, and the fund balance is \$3,275.81.

**Cemetery Perpetual Care Fund**

The sum of \$1,900 was added to the non-expendable portion of this Fund through the perpetual care fees. The Fund balance is now at two bank locations, North Middlesex and Citizens Bank, and it totals \$42,321.14. Interest earned on the Fund was \$1,233.78. The total unexpendable portion of the Fund is \$28,900.

**Conservation Fund**

Interest earned on this fund at Citizens Bank was \$943.31. \$58,097.78 was disbursed from this Fund and \$51,115 was received in gifts during FY2002, most of this in connection with the purchase of the Howe/Panek and Richards conservation parcels, leaving a Fund Balance at year-end of \$36,844.79.

**Roy F. Custance E.M.T. Fund**

The sum of \$3,250 was given by family and friends of Roy F. Custance. \$1,000 of these funds is non-expendable. Interest earnings are to be used to fund the purchase of a medical book needed for a deserving Boxborough H.S. graduating student who will be pursuing a medical career. Excess interest earnings are to accumulate for expenses related to the improving and updating of the ambulance. Interest earned on this fund at Fleet Bank was \$46.36. The Fund balance is \$1,935.39.

**John R. & Elsie G. Hammond Scholarship Fund**

The sum of \$20,000 was given to set up this Trust by John & Elsie Hammond. The interest income from said Fund will be used towards an annual award to a resident of Boxborough who is a deserving graduating high school senior. The interest earned on this Fund was \$42.48, a Certificate of Deposit having matured outside FY2002. The annual award was \$1,200. The Fund balance is \$20,992.99.

**Law Enforcement Trust Fund**

This Fund has been in existence since August of 1986. Funds have been added to it over the years through state funding and other sources. The fund is prohibited by law from earning interest. The balance of the Fund is \$5,161.98. Disbursements totaled \$1,262.40, and grants totaled \$600.

**Grace M. Priest Memorial Fund**

The sum of \$1,120.27 was left to the Town by the family of Grace M. Priest. Interest earned may be spent equally on cemetery and library expenses. Interest earned at Citizens Bank was \$50.40. The Fund balance is \$2,103.50.

**Siemen's Library Fund**

The sum of \$10,000 was a gift to the Library, and interest earned at No. Middlesex Savings and Citizens Bank was \$793.24. Interest may be expended for the purchase of art related books and materials. No expenditures were made this year. The Fund balance is \$18,425.69.

**Stabilization Fund**

Interest earned on the Stabilization Fund from Certificates of Deposits maturing at Eastern Bank and from Citizens Bank during FY2002 totaled \$41,561.83. Another \$47,610.38 was transferred in per vote of the 2001 Annual Town Meeting. The Stabilization Fund balance is \$828,605.05. Expenditures from the Fund require a 2/3 approval of Town Meeting and may not be for wage and salary expenses. No funds were spent this year.

**Elisabeth Oliver Valerio & Manual C. Valerio Fund**

The sum of \$1,000 was given to the Town. Interest earned on the funds may be used to purchase books, and/or musical recordings on the subject of music, art, painting, sculpture, drawing or any closely related subject. Musical recordings shall be those performed by either the Boston Symphony or the Boston Pops Orchestras. Interest earned at Citizens Bank was \$27.05, and no expenditures were made this year. The Fund balance is \$1,128.81.

**War Memorial Fund**

The sum of \$600 was left to the Town with the provision that interest income would be used to care for the War Memorial. The interest earned at Citizens Bank was \$22.68, and the Fund balance is \$947.32.

### **A. Winslow Wetherbee Fund**

The sum of \$100 was left by Mr. Wetherbee and interest earned may be spent on Library uses. Interest earned at Citizens Bank was \$2.91. The Fund balance is \$121.51.

### **Peter F. Whitcomb Fund**

\$5,000 was given for Highway uses. A combination of cash and stocks had made up this gift, but the last of the stocks (138 shares of Bell Atlantic and 60 shares of AT&T) were sold at the advice of our auditors. Interest this year totaled \$657.01. The Fund balance at the end of FY2002 was \$27,420.85.

## **FINANCE COMMITTEE**

Boxborough's Finance Committee is comprised of nine members appointed by the Moderator for individual three-year terms. We are tasked by Town By-Law with the responsibility to consider "all matters of business included within the articles of any Warrant for a Town Meeting," and "shall after due consideration report thereon in print its recommendation as to each article." We are also responsible for initiating and managing the Town's budget process. This process of formulating the budget for a fiscal year beginning on July 1 typically begins the previous December, and culminates in the presentation of the Finance Committee recommendation for the Operating Budget under Article 5 at Annual Town Meeting in May. Finally, the Finance Committee is dedicated to informing the voters of the key financial and operational issues within Town Government so as to foster informed debate at Town Meeting and other public forums.

During 2002 the Finance Committee lost the services of 2001 Chairperson Kristin Hilberg, as she was elected to the Board of Selectmen (BoS) in the May 2002 election. Kristin had been on the Finance Committee for more than six years, with two years as Chairman, and will be sorely missed. The Finance Committee is fortunate to have new member Anton Reinert fill these shoes, providing significant experience in legal aspects of financial planning and human resources. Returning for another year on the Finance Committee were Lorraine Carvalho, James Gorman, Neal Hesler, Kathy Klier, Gary Kushner, Jane Soule, Keshava Srivastava, and Michael Touns. In September '02, the Finance Committee elected James Gorman to a second term (in four years) as Chairman. The Committee then elected Neal Hesler as Vice-Chairman and Gary Kushner as Secretary.

The year has been a busy one for the Finance Committee. Fiscal Year 2002 ended on June 30, 2002. Over the course of the late fiscal year, the Finance Committee approved \$120,313 in Reserve Fund Transfers. These Reserve Fund Transfers are proposed by department heads, approved by the BoS, and finally either approved or not by the Finance Committee. They are generally used to offset unexpected budgetary expenses, accidents, emergencies, or other mishaps that result in expenditures larger than were budgeted. Some of the larger Reserve Fund Transfers in FY '02 included insurance premium increases beyond expectations, unanticipated legal costs, and structural repairs to Town Hall. In addition to managing the Town's Reserve Fund, the Finance Committee was engaged in numerous activities that directly or indirectly bear upon the financial health and stability of the town. Some of the key events or issues occupying the Finance Committee in 2002 are outlined below:

- Considerable discussion occurred between the Board of Selectmen (BoS), Personnel Board, and Finance Committee early in 2002 regarding the most suitable replacement for the Town Accountant vacancy created by the departure of Diane Landry for a position at ABRs. Several options for re-organizing the Town's financial office were considered before concluding that the current level of activity and responsibility was best served by a replacement Town Accountant, embodied in Michael Guzzo, who was hired in May 2002.
- Delays in SBAB funding (School Building Assistance) prompted the Legislature to increase the period allowed for Bond Anticipation Notes (BANs) from 5 years to 7 years, somewhat easing the cash flow for towns experiencing late state payments. The same legislation, however, limited total bonding for such projects to 25 years, somewhat increasing towns' cash flow requirements in the regular bonding period. This issue surfaces in

Boxborough financing of regional school projects and, possibly, the new library construction. What is given with the one hand is taken with the other.

- Considerable discussion was held with all interested parties concerning the possibility of purchasing the Howe-Panek and Richards parcels for conservation purposes. A significant “wild card” in these purchases was the possibility of obtaining State Self-Help grants, amounting to \$250,000 each. These discussions included estimating the relative cash flow in the Town for situations in which the parcels were residentially developed, as compared to purchased by the Town. While this financial impact modeling was useful in understanding the cost impacts of both scenarios, it was found that the relative cost arguments were not decisive in either direction, and that the decision to purchase (or not to purchase) the parcels was fundamentally a voter value judgment.
- The Finance Committee and BoS wrestled with the possibilities of purchasing both a new Fire Dept. Ladder truck and a trash hauling truck in the increasingly tight budget environment, and despite significant merits in both cases decided to defer these purchases. One or both of these items will likely return in the May 2003 Annual Town Meeting.
- The Finance Committee participated in the debate on a Snow Removal By-Law, which may have significant recurring labor costs and non-recurring equipment costs. This measure was defeated in 2002, with significant likelihood of returning in 2003.
- During 2002, the Finance Committee worked with the Boxborough Housing Board (BHB) on several initiatives. These included evaluating mechanisms for handling grant and other monies aimed at condominium conversions as well as evaluating the financial parameters of both existing (Boxborough Meadows) and proposed (Summerfields) comprehensive permits. In the former activity (condo conversion) the Finance Committee supported the BHB request for \$200,000 in bonding authority to “float” a number of conversions to low-income units. In the latter activity, the Finance Committee has had significant interaction with the Zoning Board of Appeals (ZBA) to formulate means of regulating comprehensive permit financial statements and profits. This is an important activity, since the Town is entitled to comprehensive permit development profits exceeding a pre-determined threshold.
- The Finance Committee, in concert with other members of the Boxborough Leadership Forum, continued to evaluate evolving concepts for a Capital Planning By-Law, and associated committee, aimed at providing a stronger basis for financial decision-making. The result of these efforts is that a Capital Planning By-Law will be presented at the May 2003 Annual Town Meeting for voter approval.
- A new and promising venture was initiated in 2002, when the Blanchard School opened an Integrated Preschool to service both normally developing (on a tuition basis) and specially developing children. This venture promises not only to provide a needed service within the boundaries of our town, but also to save considerable expense in out-of-district placements that would otherwise be required. The Integrated Preschool is nearly self-supporting in its initial year through a revolving fund and promises to be a unique combination of effective education and fiscal efficiency.
- On a somewhat frustrating note, the Town continues to struggle with incomplete and sometimes confusing information regarding the ostensible need to invest in preserving and developing our water supply. Several studies have been funded by Town Meeting in the past few years to investigate water quality and resource issues, with as yet no definitive plan for how to proceed. The Finance Committee remains uneasy about the possibility that large expenditures may be required in the not-too-distant future to address this important issue, without an effective early warning.
- Gary Kushner of the Finance Committee spent considerable effort developing bonding expense projections for both the new Library construction and the proposed Howe-Panek and Richards land purchases. These data were extremely helpful in presenting the projects to both Town Meeting and other audiences, illuminating the near-term and long-term costs.
- The Town government contemplated holding a Special Town Meeting on November 18, 2002 in order to adjust the appropriation of available funds in setting the FY '03 tax rate, among other things. After due consideration and re-estimation of potential revenue sources, this Special Town Meeting was found to be unnecessary. The FY '03 tax rate was set at \$12.78 per \$1000 in late November 2002. This tax rate is a 20% reduction from that of FY '02, but accommodates to an average single-family home valuation increase of slightly more than 30%.

The typical homeowner in Boxborough therefore saw a 10%-12% increase in tax bills between FY '02 and FY '03.

The Finance Committee continues to have active liaisons to many boards in town including the Boxborough School Committee, the Housing Board, the Library Trustees, the Master Planning Council and the Water Resources Committee. The Boxborough Leadership Forum (BLF), established in August 2001, continued to meet approximately monthly to exchange information among the BoS, Finance Committee, and School Committee (and more recently the Planning Board). One of the significant accomplishments of this group in 2002 was to develop a mutually agreeable model for projecting expenses and revenues and combining these projections to estimate tax levy requirements and possible Proposition 2 ½ override scenarios. While the different members of the BLF may naturally have diverse spending priorities, it has been a major accomplishment to arrive at a common ground of financial data upon which to judge competing spending options.

#### **Finance Committee Town Meeting Notes - Annual Town Meeting, May 13, 14, & 16, 2002**

The Finance Committee presented current financial data and future revenue and expense projections in a "Town Finances Summary." Then the Town considered the following issues in a Special Town Meeting within the Annual Town Meeting:

- Approved payment of bills from prior fiscal years totaling \$1,243
- Approved amendments to the FY '03 budget totaling \$43,051
- Approved purchase of the Howe-Panek parcel for \$695,000, less a contribution of \$50,000 from the Boxborough Conservation Trust (BCT) and a State Self-Help grant of \$250,000
- Approved purchase of the Richards parcel for \$485,000, less a State Self-Help grant of \$250,000

The Town's abundant thanks are due to the BCT, the Conservation Commission and to Boxborough's representatives in both the Massachusetts Senate and General Court, for assisting the Town in defraying the cost of these land purchases by a total of \$550,000 from the gross total. While we cannot know the outcome of Town Meeting votes should these grants not have been received, we may conjecture that the likelihood of approval would have been significantly diminished.

Following the conclusion of the four Special Town Meeting articles, the Annual Town Meeting was called to order. The first article taken up was Article 21 (out of order), requesting \$200,000 in bonding authority to support the conversion of existing condominium units to "affordable housing" status. After a lively debate, a substantial majority approved this article. The first night of Town meeting was then adjourned. On the second night of Town meeting, the following significant issues were decided:

- The Town operating budget (Article 5) was approved at a total amount of \$14,596,109, with \$10,863,763 being raised by taxation, \$1,908,155 being anticipated in Cherry Sheet aid, \$1,225,558 estimated for local receipts, and an amount of \$598,633 being appropriated from available funds.
- A revolving fund was initiated for the Blanchard Integrated Preschool, with a first year limit of \$44,000.
- A Snow Removal By-Law proposal was defeated.
- Funding of \$15,000 was approved for a new Town Hall telephone system.
- An appropriation of \$40,000 was approved for revaluation consulting to assist the assessor's office in the often complex and contentious process of re-valuing properties according to Mass. DoR requirements.
- The second night of Town Meeting ended with Article 22, Wireless Communications By-Law, still on the floor after considerable debate.

The third night of Town Meeting began with passage of the Wireless Communications By-Law and concluded with the balance of the warrant.



## **AIRPORT STUDY COMMITTEE**

The Airport Study Committee (ASC) is a five-member committee appointed by the Board of Selectmen to monitor airport development as it impacts the Town of Boxborough. The committee is charged to report its findings to the Board of Selectmen and any other impacted boards or committees within the Town of Boxborough.

During the past year ASC focused on the following issues:

1. The status and impact of the 1997 five year Safety Improvement Plan for Minuteman Air Field located in the Town of Stow.
2. The 2002 Capital Improvement Plan for Minuteman Air Field.
3. Security patrols by the Boxborough Police Department for Minuteman Air Field.
4. Proposed legislation by the State of Massachusetts providing for clearing of potential obstructions (including but not limited to trees) to aviation.

Elements of each of the issues were studied and where appropriate input was provided to the associated town function.

## **BOARD OF REGISTRARS**

The Board of Registrars conducted the Annual Census as of January 1, 2002, showing a population of 4,887. There were three (3) sessions of Voter Registration held during the year. The Board of Registrars met four (4) times during the year to certify signatures on nomination papers and initiative petitions. There were 771 signatures certified and 50 deletions. As of the last voter registration, there were 2,897 Registered Voters.

## **VITAL STATISTICS**

In compliance with the Acts and Resolves of Massachusetts 1991 Chapter 431, there were 54 records of births received as of this date for the year 2002.

As of this date, the total number of deaths recorded for 2002 is ten (10).

The total number of marriages recorded in 2002 is ten (10).

## **INCOME RECEIVED IN THE OFFICE OF THE TOWN CLERK**

Clerk Fees	\$1,761.00	Copies & Postage	\$160.14
Street/Voting Lists	60.00	Dog Fines	900.00
Dog Licenses	3,766.00	Auctioneer/Raffle Per.	60.00
Diskettes	270.00	Dog Violations	265.00
Zoning/General By-Laws	180.00		

**Total Collected and Turned in to Town Treasurer: \$7,422.14**

### **ANIMAL CONTROL OFFICER**

I received and responded to 65 calls during 2002 for pick-up of animals and birds. These included:

9	bird calls	1	ferret
8	cat	2	woodchuck
5	fox	1	goose
1	muskrat	2	skunk
2	opossum	2	pigeon
2	deer	2	dove
1	partridge	1	beaver
2	rabbit	1	coyote
5	crow	6	raccoon
1	squirrel	5	bat
1	owl	1	unidentified

Also, there were 42 telephone inquiries regarding animals and birds.

Donald C. Morse  
Animal Control Officer

### **ANIMAL INSPECTOR**

For the year 2002, I quarantined 5 dogs for 10 days due to dog bites. One cat was also quarantined for 6 months. A cat was sent to the State Lab in Jamaica Plain for rabies testing. All proved to be negative.

I am also responsible for inspecting all farm animals to ensure their health and to prevent possibility of spreading infectious disease to humans or other animals. In 2002, there were animals at 28 locations as follows:

#### **Cattle**

Beef (Over 2 years)	22
Beef (Young)	30

#### **Sheep**

14

#### **Equines**

Horses	66
Ponies	7

#### **Poultry**

Chickens	45
Ducks	8
Geese	3
Pea Hens	4

<b>Rabbits</b>	59
<b>Swine</b>	2
<b>Goats</b>	9

Donald C. Morse  
Animal Inspector

#### **DOG OFFICER**

<b>Dogs Licensed</b>	538
<b>Kennel Licenses</b>	8
\$25	3
\$50	3
\$75	2
<b>Licensed Dogs Picked Up</b>	
Belonging in town	2
Belonging out of town	3
Returned to owners	5
<b>Lost Dogs</b>	
From in town	9
From out of town	6
Known, found and returned to owners	9
Nuisance dogs	60
<b>Bites</b>	
Dog to dog	2
Dog to person	2
Hit by vehicle	1
<b>Cats</b>	
Reported missing	3
Reported stray	1
Referred calls to Animal Control Officer	10

#### **FIELD DRIVER**

The Field Driver has been called upon three times this year: to remove a horse from the Community Garden, to retrieve a 37 year old horse, and to corral (the notorious escape artist,) a ram named Gabriel.

The latter was apprehended by a band of volunteers on the ramp leading to Route 495. His place in history is recorded in The Beacon article of June 20, 2002.

Many legal findings have been made since 1698 concerning the office of the Field Driver. For instance, "Where a field driver took up a horse going at large in the highway without a keeper, and drove him, without unnecessary delay, to the pound keeper's house, and there left him in the barn, directing the pound keeper's wife to tell her husband, on his return, to put the horse in the pound, which the pound keeper on his return did, but the next day took the horse out of the pound, and put him back in the barn, without the field driver's knowledge or consent, this

was an impounding by the field driver, irrespective of the unauthorized act of the pound keeper. Bryon V. Crippen (1855) 70 Mass. 312, 4 Gray 312.”

George C. Kruzen II  
Field Driver

## **BOXBOROUGH CABLE ADVISORY COMMITTEE**

The Boxborough Cable Advisory Committee (BCAC) was chartered by the Board of Selectmen (BoS) in the spring of 2000 and given the authority to negotiate a new cable contract on behalf of BoS. The new contract was signed with AT&T Broadband in the fall of 2001. The effort in 2002 was to establish our own local Boxborough channel and to oversee the transfer of the new license from AT&T Broadband to Comcast.

The committee is currently comprised of three members. Each member is appointed for three years. Meetings are currently once a month on the second Wednesday at 7:30 pm at Town Hall. The meeting times and locations are posted in Town Hall, on the Boxborough web site, and on the Boxborough cable channel and are open to the public.

The members and their terms are as follows:

Ken King, Chair (2004); Matt Wilbert (2003); Eric Tornstrom (2004)

We are in need of new members. If you have an interest in local origination and/or video production and want to join us, please contact Town Hall or send email to [cable@town.boxborough.ma.us](mailto:cable@town.boxborough.ma.us)

### **The Boxborough Channel**

Under our old cable contract, Cablevision would tape the BoS, School Committee, and annual and special town meetings, which would then be broadcast on Channel 8 originating out of Westford/Littleton. Under the new 2002 contract, Boxborough was responsible for the operation of its own local channel and received funding based upon a 3% tax added to all cable bills. This funding was used to acquire our own digital video camera and associated audio equipment. This funding was also used to acquire a video projector and an outdoor loudspeaker system for town activities.

In order to bring up our own channel, we had to acquire a system called an automated playback unit. We delayed getting this until the end of 2002 in order to take advantage of new equipment that came out in 2002 and to take better advantage of digital media. It was not until December of 2002 that we had our own channel (currently 60) up and running. In the meantime, we taped the BoS meetings and used a slot on Channel 8 in Littleton to broadcast them.

### **Comcast**

There was a significant amount of work in the first quarter in order to deal with the transfer of our cable license from AT&T Broadband to Comcast. This finally happened in November of 2002. AT&T Broadband had never allocated any capital for upgrading our cable system to provide digital cable and high-speed data (Internet access). Comcast took over and the upgrade that was scheduled for August of 2003 was started in December of 2002. The upgrade is currently scheduled for completion in March of 2003. Shortly after that, we will be able to broadcast live on our own channel from Town Hall, Blanchard, and the new library (when completed).

The year 2003 holds great potential for cable operations in Boxborough. We need more volunteer help to take advantage of this potential.

## **BOXBOROUGH INFORMATION TECHNOLOGY COMMITTEE**

The Boxborough Information Technology Committee (BITcom) continued its work through the year in many of the same areas that marked our first year. The role of the committee is to advise the Board of Selectmen (BoS) in all matters of information technology (IT) and to lead the town in developing and implementing an information technology strategy.

The committee is comprised of seven members. Each member is appointed for three years (the first appointees have staggered terms of 3, 2, and 1 years). Meetings are held twice monthly on the first and third Tuesday at 7:30 p.m. The meeting times and locations are posted in Town Hall and are open to the public. Additional meetings that focus on a specific project or topic are held at other times at a mutually agreeable time to the participants.

The committee's work focus is primarily driven by the needs and recommendations of town government and its constituents. Discussions with Town Hall staff, the BoS, and other town committees have identified the areas of need. In addition, other requirements are ascertained through various channels such as committee hearings and surveys.

The committee has organized itself around three main areas: 1) infrastructure, 2) computer systems hardware and software, and 3) electronic town hall. A committee member is responsible in leading the effort in each of these areas. Other committee members will support that effort through specific assignments. In each of the areas the scope of work may entail, but not be limited to, general information gathering, team and consensus building, policy generation, hardware and software review, business partnerships, and communication to other committees/residents.

Infrastructure is broadly defined as that which provides for the transport of information. Examples are: telephone, cable TV, and data (broadband) systems (wires, fiber, poles, etc.) located in the town's right of way (typically the roads); cell towers; wireless data towers, etc. It is the goal of the committee to see that the infrastructure within the town is adequate to provide the IT services needed by the town and that service providers are offering products that are relevant and of good value. This must be weighed against the visual and physical impacts to the town.

Our focus on computer systems hardware and software is to ensure that the applications and system platform are compatible, and hardware performance is adequate for future needs. Ease of installation, integration/compatibility of applications, networking, file sharing, protection, and maintenance are the key issues that are evaluated before any software or hardware is recommended for purchase by town departments.

The electronic town hall is an official town web site in which town related information is made available to the general public. Town hall e-mail addresses, agendas, and meeting minutes from various committees, including the Board of Selectmen, are available on the site.

Significant accomplishments for the year are:

### **Assist in the continued development of the town web site.**

The town web site (<http://town.boxborough.ma.us>) went online in January 2002. Over the past year, efforts have been directed at incrementally improving the site. Improvements have been made in navigation and in site maintenance procedures. Information in the site has been expanded, corrected, and additional town documents have been added to the site.

### **Assist in selection of new telephone system.**

Our effort involved researching multiple vendors, evaluating town needs and vendor capabilities and recommending a system to replace the existing, outdated system. This activity saved the town 30% compared with an initial proposal made to the town and kept expenditures well within the funds committed by the town.

**Develop an IT software and hardware inventory of the town departments.**

We completed a first draft of a comprehensive inventory of town computer hardware and software configurations. This inventory will be updated on an annual basis.

**Determine the cost and other impacts of burying the utilities at town common.**

This project has been completed and submitted to the town.

**Recommend a maintenance service plan for all town IT hardware.**

We evaluated several service programs, and recommended that the town continues with the current program.

**Develop an infrastructure/right-of-way policy to guide the town in its formation of bylaws and to help define a town philosophy regarding these assets.**

We have drafted a first pass on such a policy that will protect the town's interests regarding utility work practices and new technology deployment.

Other ongoing activities are:

**Understanding the technologies and their potential application to Boxborough for high-speed data/voice/video service.**

We continue to stay abreast of the technology/business opportunities that could impact IT services to the town.

**Continue to look for opportunities to bring broadband access to Boxborough.**

The AT&T Broadband/Comcast cable system rebuild originally scheduled for August 2003 was started in December 2002 and will be completed by March 2003. This will provide high-speed data / cable modems. We will continue to examine other alternatives but feel that this will provide the best option in the short term.

**Assist the Planning Board in reviewing and improving the town's bylaws regarding cell tower siting. Initiate a dialog with wireless providers to understand their needs and plans for the town. Encourage wireless facilities that are beneficial to the town with the least negative impact.**

BITcom and the Planning Board hosted a meeting with several providers to mutually trade information on needs and wants. We have been assisting Town Hall in the development of an RFP for a cell tower site on town property.

**Assist the town in improving its general IT capabilities.**

The committee continues to assist Town Hall in system maintenance, hardware procurement, and general networking issues as evidenced by some of our accomplishments as noted above. This activity will continue. Recently we have begun an investigation on mobile communications for the town.

**Provide representation on other town committees/projects such as the Blanchard Tech Committee, GIS project, and the Cable Advisory Committee.**

This has been an on going effort.

## **BUILDING DEPARTMENT**

As we welcome another year...the following is the report of the Building Department for the calendar year 2002.

In pace with the trend of residential growth in the surrounding communities, the Town of Boxborough Building Department issued 26% more building permits this year than last. However, commercial construction activity has slowed considerably; consequently, revenue from permit fees has dropped 67%.

As the Town of Boxborough continues to grow and change, the Building Department also changes. Michael Giampietro, Building Inspector/Code Enforcement Officer resigned in late November 2002. He continues to work in the Code Administration profession in another jurisdiction. The building department thanks him and wishes him luck in his new position. In the interim, John Field is providing the services of Building Inspector/Code Enforcement Officer.

We continue to implement changes in the organizational structure of this office in order to provide service delivery improvements. We look forward to providing consistent, courteous and timely professional code administration to the community.

The revisions to the many codes and regulations the we administer help us stay current with the best available information and practices. We continue to strive to improve our goal of delivering Public Safety to the fullest extent possible.

Just a few reminders...

- Check and change your smoke detector batteries every 6 months.
- If you are not sure whether a project requires a permit, it probably does. A quick call to his office is all it takes to make sure.
- Always check credentials. A contractor is required to have insurance and in most cases a contractor should have both a Construction Supervisors License and a Home Improvement License.

I would like to thank all of the dedicated Town of Boxborough employees, the residents and the contractors working in the town for their assistance in the successful operation of the Building Department.

The Building Department respectfully submits its Annual Report for the year-ending December 31, 2002.

John F. Field  
Interim Assistant Building Inspector/Code Enforcement Officer



## BUILDING PERMITS ISSUED

<b>New Construction</b>		<b>Stop Work Orders</b>	1
Residential/Single Family	43		
Commercial	4		
Telecommunication	1	<b>Fees Collected</b>	
Pools	8	Permit Fees	\$170,105.74
		Certification Fees	
<b>Additions/Alterations</b>		Fines	878.00
Residential	96		
Business	9	<b>Total</b>	2,805.00
<b>Demolition</b>	5		\$ 173,788.74
<b>Miscellaneous</b>			
Sign	25		
Woodstove	7		
Furnace	24		
Temporary Structures	12		
<b>Total</b>	234		

## ELECTRICAL INSPECTOR

I hereby submit my report for the year ending December 31, 2002:

Total permits	225
Total fees collected	\$ 28,092

## PLUMBING/GAS INSPECTOR

I hereby submit my report for the year ending December 31, 2002:

Total permits	150
Total fees collected	\$ 13,175

## BOXBOROUGH FIRE DEPARTMENT

In calendar year 2002 the Fire Department responded to a total of 715 calls for assistance – 370 fire related calls and 345 medical calls. This results in a slight decrease from last year. However, over the last eight years it represents a 33% increase in calls.

Alarm investigations along with motor vehicle accidents continue to dominate our fire related calls. Cisco Systems led the way in alarm investigations and will continue until the buildings are complete.

The Municipal Fire Alarm System is coming on board with many more subscribers. This is an alarm system that may be familiar to you because of the visibility of the red fire boxes, mainly the Red Fire Boxes you have always seen. Cisco Systems fronted the initial expenditure for this radio controlled system and it is working well. It gives us immediate notification of any alarm being activated. At present all Cisco buildings have these boxes installed and the Holiday Inn has upgraded their system. This year we will be seeking a warrant article for these boxes to be installed on our town buildings. This article will also include call boxes for the recreation fields.

In the past years we have been successful in obtaining a grant from the state for our S.A.F.E. (Student Awareness of Fire Education) Program. Unfortunately this year due to economic issues we were not successful in getting an award. We are in the process of soliciting funds from different organizations to keep this program up and running. If not successful we will seek innovative ways to keep it going. The theme of the program is to educate children as to the dangers of fire and smoking.

At the close of calendar year 2002 we obtained a Public Safety grant in the amount of \$15,000. These funds are to facilitate the acquisition of equipment intended to enhance the capabilities of the fire department to prevent, prepare for, and respond to acts of terrorism. We used these funds to enhance our communications and, the purchase of a multi gas meter. Backboards and rescue equipment were also purchased.

This past year the department was to approach the town for a new ladder truck. Unfortunately it was placed on hold as the Board of Selectmen opted to pass as other issues needed immediate attention. This coming year as of this writing the Board of Selectmen has voted to support the effort of replacing our old ladder truck. This is a vital piece of equipment for our department and we ask all of you for your support.

We have conducted numerous inspections over the year including final inspections, smoke detectors, LPG Storage, UST Removal, oil burner installations, and fire alarm and sprinkler installations. Our Open Burning season, which runs from January 15 to May 1, had 470 burning permits issued to 290 residents and was very successful. The townspeople are to be commended for keeping these fires under control.

As in the past, I cannot give up the opportunity to pass on to you the merits of working smoke detectors. This past year we had a structure fire in the middle of the night in which a smoke detector did not work. Fortunately one of the residents woke to the crackling of fire and was able to escape. He then managed to get his son out through a window; a narrow escape, with a better ending than many situations. A working smoke detector would have warned this family much sooner even to a point where they might have been able to reduce the damage by notifying the fire department sooner. **Smoke detectors do save lives if they are working.** Check your detectors regularly.

On a personal note, this will be the last town report submitted by me. I will be retiring from the Boxborough Fire Department as your Chief in August. It has been a pleasure to serve the residents of Boxborough for the last 9 years and I will surely miss you all. In closing I would like to thank all the fire department personnel, the town administration and all the town departments for their support over the past years.

Respectively submitted,  
Chief William E. Clayton

**FIRE DEPARTMENT STATISTICS  
CALENDAR YEAR 2002**

**Run Statistics**

Aircraft Accidents	1
Alarm Investigations	154
Animal Rescue	1
Appliance Fires	1
Arcing Wires	6
Assist Police	5
Bicycle Accident	0
Bomb Threats	1
Brush Fires	12
Carbon Monoxide Investigations	4
Chimney Fires	3
Dumpster Fires	1
Electrical Investigations	6
Gas Investigations	7
Hazardous Material Incidents	7
Hazardous Materials (Suspicious Package Inv.)	3
Illegal Burning	2
Landing Zone Coverage	1
Lockouts	19
Medical Assists	20
Missing Person	0
Motor Vehicle Accidents	55
Motor Vehicle Fires	14
Mutual Aid Rendered	9
Outside Smoke Investigations	7
Public Education	0
Smoke in the Building	3
Special Service	3
Station Coverage (Mutual Aid)	5
Storm Damage Inv.	0
Structure Fires	12
Water Problems	5
Wires Down	3
<b>Total</b>	<b>370</b>

**Medical**

Calls for assistance	345
Transported	233
Mutual Aid Rendered	55
Advanced Life Support Received	79

## EMERGENCY MANAGEMENT

The horrific events of September 11, 2001 brought us all to realize that we are all vulnerable to these types of events. It called for renewed emphasis on the planning effort to be prepared for major events that could occur within our boundaries.

In the past we have always had a Local Emergency Planning Committee (LEPC) that we activated as a situation presented itself. With the renewed emphasis on the need for planning it required us to formalize this committee which we have done over this past year. The committee is made up of thirteen different categories consisting of the following:

Local Elected Official	(Chairman of the Board of Selectmen)
Law Enforcement	(Police Chief)
Fire Department	(Fire Chief)
Emergency Management	(Director)
Emergency Medical	(Fire Department)
Health Officials	(Chairman of Board of Health)
Local Environment	(Conservation)
Hospital	(Hospital Representative)
Transportation	(Lay Person)
Media	(Town Administrator)
Community Groups	(Lay Person)
Facilities	(Facility Managers)
Public Works	(Director)

### **The Boxborough LEPC's Mission is:**

To create a working LEPC that monitors the hazards of the Town of Boxborough, plans accordingly to Prepare, Mitigate, Respond and Recover from any natural or man made disasters.

The LEPC Mission as stated by the State Emergency Response Committee (SERC) is as follows:

1. To write and review annually a plan for responding to a hazardous material incident within the jurisdiction.
2. To train emergency responders (Police, Fire, EMS, DPW, etc.) to levels indicated in the plan. At a minimum, first responders must be trained to the awareness level.

### **Levels of Competency**

Awareness (Recognition and Identification)

First Responder Operational

Hazardous Materials Technician

Hazardous Materials Specialist

On-scene Incident Commander

3. To exercise the Emergency Response Plan once a year consisting of
  - A Table-top exercise
  - A Functional exercise
  - A Full Scale exercise
4. To create a system to collect, store, and respond to public request for Tier II data and Emergency Plan information.

The committee has formed by-laws and operational guidelines to guide the different positions as to their responsibilities. Some of the topics discussed to date are:

- A review of the Comprehensive Emergency Management Plan
  - A review of Tier II Reporting (Hazardous Materials managed in local facilities)
  - An introduction to the Emergency Operation Center
  - A review of the Homeland Security alerting system
  - Identifying local target hazards
  - Development of a facilities sub-committee
  - Development of Neighborhood Groups
  - Conducted a table-top exercise
  - Applied for State Start-up Certification
- Received Start-up Certification along with a \$250 grant for our efforts. This also opens the door to apply for future grants.

The Police Chief and Fire Chief have attended several sessions dealing with the terrorist threat. The Statewide Anti-Terrorism Unified Response Network (SATURN) presented many of these programs and was very informative.

The response and enthusiasm the committee members have had has been outstanding. I want to thank all who stepped up to be part of this vital planning organization and hope that we are as successful in the coming year as we were this past year.

Respectively submitted,  
William E. Clayton, Director

## **POLICE DEPARTMENT**

It is my pleasure to submit the 2002 annual report for the Boxborough Police Department.

Throughout this past year (2002), Boxborough police officers have continued to be very active and have remained dedicated to the community policing philosophy and to providing the highest quality service to the citizens of this community. Because of the tragic events of September 11<sup>th</sup>, 2001 involving the terrorist attacks on the World Trade Center Twin Towers in New York City and to the Pentagon, many of our priorities have shifted. We have begun working closer than ever with other agencies including local, state, and federal law enforcement, fire, and emergency management groups to assure that our citizens are safe and that we are as prepared as possible for any situation that could arise. During the year, both the ranking officers as well as patrol officers of this department have received a significant amount of training involving the prevention and or recognition of potential terrorist activities as well as training targeted toward the proper response to hazardous materials incidents and natural disasters. Although the majority of our daily activities have remained focused in the area of crime prevention, traffic enforcement, and in particular, service to the residents of Boxborough, we have become much more aware overall and better prepared to respond to both routine and large scale incidents.

Also, specifically because of the events of September 11<sup>th</sup>, 2001 many police departments have experienced the loss of personnel due to being called to active duty with the United States military. I would like to recognize Special Police Officer Robert Stack from the Boxborough Police Department who was activated shortly after September 11<sup>th</sup>, 2001 and remains on active duty at this time with the Massachusetts Air National Guard. The Police Department also hired three additional Special Police Officers during the past year. Officer James DiLuca (formally employed as a full time Phoenix, Arizona Police Officer), Officer Sherry Priest, and Officer Michael Jacobs were added to the department.

During 2002, we continued our many community policing programs and activities. We again applied for and received a community policing grant in the amount of \$10,000 through the Massachusetts Executive Office of Public Safety. This grant money enabled us to fund our many worthwhile activities, which included police motorcycle patrols, bicycle patrols, additional cruiser patrols during targeted times of the year, as well as our many youth programs. We also applied for and received a \$15,500 state grant awarded through S.A.T.U.R.N. (Statewide Anti-Terrorism Unified Response Network) for the purchase of equipment that will enhance the Police Department's ability to prevent, detect, and respond, if necessary, to terrorist activities or natural disasters. With this grant money, we were able to purchase two (2) laptop computers which have wireless capabilities for use in a mobile command post, as well as an enhancement of our communications equipment and mobile data terminals. The Police Department also received two separate grants from the Massachusetts Governor's Highway Safety Bureau. The first of these G.H.S.B. grants was in the amount of \$4,800 and was specifically for traffic enforcement. The second of these grants provided the police department with new alcohol breath testing equipment that will be directly linked to the state's LEAPS/NCIC computer database. Lastly, during 2002, we saw the elimination of the state funded D.A.R.E. grant in the amount of \$6,000. Faced with the potential loss of this very important program, community groups stepped up in support of D.A.R.E. The Acton/Boxborough Rotary Club very generously offered to purchase all the T-shirts for this program again this year and the P.T.F. (Parents, Teachers, and Friends) of the Blanchard Memorial School donated \$4,000 to fund the costs associated with running this program during the 2002/2003 school year. I would like to sincerely thank both of these groups for their generosity and commitment to D.A.R.E.

Statistically, 2002 was a very busy and active year for the officers of the Boxborough Police Department. 236 arrests were made which reflects an approximate 37% increase over the same period last year. In addition to the number of actual arrests made, 278 individuals were also summoned to court to answer to criminal charges. In our continuing efforts to assure that our streets are safe for the citizens of this community, Boxborough Police Officers spent a significant amount of time during the year on traffic enforcement. Our officers completed 767 individual radar assignments throughout all areas of the town, and as a result, 3,851 traffic stops were made. As a direct result of these traffic stops, 1,427 motor vehicle citations were issued to violators. Boxborough officers also responded to and investigated a total of 100 motor vehicle accidents in 2002, with 59 of these accidents involving property damage and an additional 41 accidents where the operator and or passenger(s) were injured. Lastly, our officers responded to 532 incidents of suspicious activity, 198 burglar alarms, 205 specific requests from citizens involving speeding cars or other motor vehicle complaints, and 202 emergency medical calls.

Our joint Police/Fire public safety dispatch center continues to operate 7 days per week, 24 hours per day and provides a vital link between the citizens of this community and all Boxborough public safety personnel on the street. The dispatch center received 12,065 calls for service during 2002, ranging from simple requests for information up to and including the most serious 911 calls. Since the center has been in operation, the public safety dispatchers have shown themselves to be highly trained, courteous, and professional individuals who have dedicated themselves to serving the town of Boxborough. I would like to offer my sincere thanks to these dispatchers who have provided a lifeline to us during the past year and helped keep us safe.

In closing, I would like to express my sincere gratitude and thanks to the members of the Boxborough Police Department for putting their lives on the line for us on a daily basis. Their dedication and professional service to the citizens of this community has made my job easy and I have been proud to work alongside these men and women during the past year. I would also like to specifically thank both Sergeant Stephen Trefry and Sergeant Warren Ryder for their proven leadership and assistance in the daily operation of the department as well as my secretary Michele Hauser for her outstanding administrative support. Last, but certainly not least, I would like to thank the members of the Boxborough Fire Department, Highway Department, and the many other town departments that have assisted us in meeting our public safety mission during 2002.

## Major Incidents During 2001 – 2002

	<u>2001</u>	<u>2002</u>		<u>2001</u>	<u>2002</u>
Animal Complaints	70	125	M. V. Accidents w/Injury	21	41
Annoying Phone Calls	6	6	M. V. Accidents w/Property damage	70	59
Arrests	171	236	M.V. Complaints (Traffic Problems)	46	205
Assist Citizens	400	336	M.V. Theft	N/A	4
Attempted Suicide	1	7	Noise Complaints	37	43
Breaking & Entering	8	14	Protective Custody	8	2
Bomb Threats	N/A	1	Rape	N/A	1
Burglar Alarms	256	198	Recovered Stolen M.V.	3	4
By-Law Violation	N/A	76	Robbery	N/A	4
Disturbances – General	18	62	Sex Offenses	N/A	2
Disturbance – Domestic	21	45	Shoplifting	N/A	2
Emergency Medical Calls	161	202	Sudden Deaths	N/A	1
Follow-up Investigations	N/A	84	Summoned to Court	171	278
Larcenies	28	40	Suspicious Activity	319	532
Liquor Law Violations	4	3	Vandalism	18	51
Missing Persons	19	9	911 Hang-ups	170	182
Message Deliveries	80	17			

Respectfully Submitted,  
Richard G. Vance, Jr.  
Chief of Police

## CONSTABLES OF THE TOWN OF BOXBOROUGH

The following is a list of the duties performed by the constables of the Town of Boxborough in 2002.

Writ of Execution	3
Post town meeting warrants	1
Post special town meeting warrants	2
Post elections and special election warrants	2
Post notice of bylaw change	1
Summons served	5
Eviction notices	4
Capias arrest warrant	3
Other service requiring notary	1

Respectfully submitted,  
David Birt, Constable  
Richard Golden, Constable

## **BOXBOROUGH CONSERVATION COMMISSION**

Certainly the highlight of the 2002 year for the Boxborough Conservation Commission was the acquisition of the 103 acre Patch Hill Conservation Area. A special thanks should go to the Selectmen, Finance Committee, Boxborough Conservation Trust, Jon and Jesse Panek, and the voters of Boxborough for their help with and support of this project. The Commission has been busy working on a Management Plan for this conservation area and for other conservation lands. New signs identifying conservation land have been installed along with signs to inform the public of use regulations. The Land Stewardship Committee under the jurisdiction of the Conservation Commission chose Janice Rejto and Rosemary Balfour to serve as Land Stewardship Coordinators and made plans to designate land stewards for various conservation land areas. The goal of the Land Stewardship Program is to support the Conservation Commission in caring for and promoting positive use of the conservation land in town.

The Commission continued to meet its legal obligations under the State Wetlands Protection Act and the Boxborough Wetland Bylaw. This year there were 15 Orders of Conditions, 11 Extensions to Orders of Conditions and 7 Certificates of Compliance issued. Each of these permits required public hearings, deliberations, and site walks. We also served as advisers to other town boards on wetland and natural resource issues.

There are a number of people in town whose help make our work easier. We would like to thank Ken March and the Highway Crew for their assistance on land and trail maintenance, the Building Inspector for help with enforcement, the staff at town hall, and above all our patient, efficient, and invaluable secretary, Pat White.

The Commission meets on a regular basis on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month and we welcome the public. If you would like to find out more about assisting the commission on the board, as an associate member or as a land steward, please call any member or Pat White at Town Hall.

## **ZONING BOARD OF APPEALS**

The Zoning Board of Appeals [ZBA] is a five-member board with provision for two alternates. As of February 2003, the ZBA has a full board. The Board is supported by its assistant, Pat White. During the past year the Board was served by Members Katherine Becker, Chair, Karim Raad, Peter Joy, Clifford Perry, Peggy Molander, David Kembel, Christian Habersaat and Bruce Sabot. David Kembel's term was up on June 30, 2002. The Board would like to thank David for all his hard work. David's leadership was greatly appreciated. David continues volunteering for the town and has been appointed as a Planning Board Associate. Christian Habersaat resigned June 19, 2002. Bruce Sabot resigned April 2002. Roger Edwards was appointed on April 8, 2002 and he resigned on August 1, 2002. On June 12, 2002, the Board of Selectmen appointed Cliff Perry to the Zoning Board of Appeals to serve until June 30, 2006. On August 12, 2002, the Board of Selectmen appointed Peggy Molander to the ZBA to serve until 6/30/2005.

In the year 2002, approximately 18 applications were considered. The applications were a normal mix of variances, freestanding signs, reduced frontage lots, work in the W-District and/or its buffer, and appeal of building inspector decisions. The ZBA continues to conduct public hearings and continues to have an active schedule of requests for special permits. The ZBA also continues to receive MGL Chapter 40B Comprehensive Permit applications for affordable housing.

The philosophy of the present Zoning Board of Appeals is and has been to establish consistency in rendering decisions on special permits, appeals or variances. This approach has provided and will continue to provide a fair and consistent consideration of the applicants' requests, resulting in a high rate of success in defending the ZBA's decisions if and when they are appealed.



The ZBA generally holds regular meetings twice a month on Tuesday evenings. The Board is in process of updating its own Rules and Regulations and continues to provide input to the Planning Board on zoning by-laws.

### **Current Litigation**

Appeal by Gutierrez and Blakely Maddox of Holiday Inn [Fine Hotels] special permit decision  
Omnipoint Holdings Burroughs Rd  
Omnipoint Holdings Summer Rd

## **BOXBOROUGH HOUSING BOARD**

### **Background**

The Boxborough Housing Board was created in accordance with a bylaw passed unanimously at Special Town Meeting October 30, 2000, upon the recommendation and final report delivered by the Affordable Housing Study Committee. The Selectmen appointed five members to the Housing Board in January 2001, whereupon the new board commenced official business.

### **Comprehensive Permits**

#### ***Boxborough Meadows***

In August 1999, Boxborough Meadows, LLC, began a comprehensive permit development of 48 units on about 18 acres of land on Mass Avenue. Following the guidelines of MGL 40B, the developer proposed 12 units, 25%, as affordable housing. In January 2001, the ZBA approved the comprehensive permit. The lottery required to allocate the affordable housing units was held in August 2002. A number of the affordable units are now occupied and the Department of Housing and Community Development has credited the Town with 12 affordable housing units. The Boxborough Housing Board will act as the Monitoring Services Agent and, as required, in October 2002 began the first phase of financial review.

#### ***Summerfields***

This is the first comprehensive permit application filed after the Board's inception. The Board is focused on the application to improve proposal format and pricing considerations to best suit local needs. At the same time, it is working to better define the structure of the required *pro forma* financial statement for clarity, thoroughness and facilitation of subsequent monitoring activity.

### **Condominium Exchange Program**

#### ***Phase One***

During the spring and summer of 2001, a professional study was conducted of condominium pricing and other pertinent factors to determine the feasibility of exchanging a number of Boxborough's existing condominium stock from market to deed restricted status for sale under the appropriate mechanisms to certain affordable housing eligible households. The study was completed in December 2001, providing the rationale, detailed market and affordability analysis and financial implications of a Condominium Exchange program.

At the May 2002 Annual Town Meeting, \$200,000 was appropriated for the purpose of exchanging as many as eight currently existing two bedroom condominium units from market to deed restricted status. Thus Phase One of the Boxborough Condominium Exchange Program was launched. Since then, the Federal Home Loan Bank of Boston granted funds in the amount of \$200,000 to supplement the original Condominium Exchange Program. The expectation is that the funds combined from the Town and the FHLBB will enable the conversion of 16 two bedroom units to deed restricted status. A lottery will be held in early 2003 to allocate the units.

### **Open Space Affordable Housing**

During FY03 the Housing Board hoped to undertake serious evaluation of possibilities for sponsorship of affordable housing on Town-owned land in ways that combine low-density affordable housing with preservation of open space and the maintenance of Boxborough's rural character. While the goal was to bring specific plans forward for consideration by Annual Town Meeting 2003, a variety of reasons prevented this degree of progress. However, the Board has not lost sight of this endeavor. It currently is studying possible approaches to Open Space Affordable Housing.

Channing Wagg for the Boxborough Housing Board

## **PLANNING BOARD**

### **Introduction**

The Planning Board is a five member elected board with a term length of three years. The current board membership and their term expiration dates are as follows:

Michael Ashmore, Clerk	2003
John Markiewicz	2004
Owen Neville	2004
Jennie Rawski	2005
Karen Metheny, Chairman	2005

The Board of Selectmen and Planning Board jointly appointed David Kembel as Associate Planning Board member in 2002. The Associate member sits on the board for the purposes of acting on Planning Board special permit applications, in the case of absence, inability to act, or conflict of interest on the part of any member of the Planning Board, or in the event of a vacancy on the board.

Alicia Altieri, Town Planner and Patricia White, Secretary provide staff support to the Planning Board.

2002 was a busy and exciting year for the Planning Board. In 2002, the Planning Board conducted over 30 public meetings to review development proposals; to conduct Master Planning meetings/public forums; to prepare local land use regulations and bylaws; and to conduct other planning business.

### **Master Plan**

The final draft of The Boxborough Master Plan was completed in January of 2002. The Planning Board voted to accept the Master Plan on March 5, 2002. The Board presented the Master Plan Report and acceptance at the May 2002 Annual Town Meeting. The Master Plan includes a vision for Boxborough and the steps or action items that the town should follow to achieve its vision. The plan is a guide for the future development of the town and future changes to town land use regulations. A Master Plan Implementation Committee has been meeting quarterly to refine the Master Plan action items; assign a board/commission to be responsible for each implementation item; and to prioritize action items. The first phase of Zoning Bylaw changes recommended in the Boxborough Master Plan will be presented at the May 2003 Annual Town Meeting.

In 2002, the Planning Board submitted the Boxborough Master Plan to the Interagency Working Group (IWA) for equivalent plan status determination. The IWG found that the Boxborough Master Plan contained most of the plan requirements in Executive Order 418's Community Development Plan. This approval enabled the Board to draft a Scope of Services for the Route 111 Corridor Study. The project is eligible for \$30,000 in state funding under EO 418. A Scope of Services for the Corridor Study was submitted to MAPC and the IWA in 2002. Approval of the Scope is pending.

## **Development Review**

The Planning Board reviews all subdivisions for conformance with the Subdivision Control Law and The Rules and Regulations Governing the Subdivision of Land in Boxborough. The Planning Board is also the special permit granting for Private/Common Driveways, Open Space Commercial Developments (OSCD), Access Through the Commercial Districts to Residential District; and the permit granting authority for site plan review.

The Planning Board reviewed the following development plans in 2002:

- Reviewed the 48 unit, single-family/duplex, Boxborough Meadows Comprehensive Permit (Chapter 40B) application, submitted recommendations to the Zoning Board of Appeals.
- Mark Starr, Preliminary Plan approved to divide an existing house lot into 2 lots on Davidson Road.
- The Planning Board approved the Site Plan submitted by Cisterra (Cisco) to construct a 500,000 square foot (3 building) expansion to the already approved 900,000 square foot (7 building) campus off Swanson Road. The Site Plan Decision has been appealed by an abutter.
- The Planning Board approved the Site Plan/Earth Removal request submitted by the Library Trustees to construct a 14,225 sq. ft public library building on the Hager land off Massachusetts Avenue.
- The Planning Board approved an OSCD/Private-Common Driveway Special Permit and Site Plan permit for The Gutierrez Company (Boxborough Executive Center) to construct two, 3-story buildings containing a total of 245,000 square feet to be used for office, research/development purposes.
- The Planning Board is currently reviewing the Special Permit request submitted by Wendy Sweet under Section 4900 of the Zoning Bylaw to access residential land in Acton through the Office Park District in Boxborough on 455 Central Street.
- The Planning Board is currently reviewing the Definitive subdivision plan and request for special permit for the "Fair Oaks" subdivision submitted by Landwest Inc, formerly known as Tanager Estates (Marcus), dividing 27 acres into 8 residential lots, and 1 business lot; and special permit under section 4900 for access through the residential district to the business district.

## **Commercial Project Review**

Cisco Systems continued to build-out its Boxborough campus on Beaver Brook Road in 2002. An Occupancy Permit for Building 3 was issued in 2002. The multi-purpose playing field has been seeded and loamed and will be available for play in the spring of 2003.

In 2002, Cisco Development Partners received Site Plan Approval to construct an additional 500,000 sf of office/R&D space beyond the 900,000 sf of office space already approved and under construction on the approximate 350 acre site – for a total of 1,400,000 sf of office space on the site. The expanded facility includes a total of 350 acres and 270 acres of protected open space, including a 10-acre multi-purpose playing field. Additional active recreation land was included in the project expansion. The Cisco campus project was nominated for an Outstanding Planning Project Award from the Massachusetts Section of the American Planning Association.

The Boxborough Executive Center (Gutierrez Company) Open Space Commercial Development (OSCD) and Site Plan to construct two 3-story office/light research and development buildings containing a total of 245,000 square feet on 56 acres of land with 34 acres of restricted open space was approved by the Planning Board in 2002. By using the OSCD Bylaw, the Board was able to permanently preserve a significant amount of open space surrounding the project, that could have been developed under a conventional plan of development. Here, the open space areas provide two important functions. Open Space Parcels along Beaver Brook will be protected as a

“Wildlife Corridor” and will be left in a natural state. Open Space Parcels along Hill Road are suitable for agricultural uses; and are currently being used as horse pastureland, preserving an important scenic vista along Hill Road.

### **Planning Development Review**

#### ***Approval Not Required Plans***

A division of land that has frontage on an existing town way or on a subdivision road that has been constructed or bonded may be submitted to the Planning Board for Approval Not Required (ANR) endorsement.

The following ANR plans were endorsed in 2002:

- Applicant: Nancy Howe, Approval Not Required Plan to create a house lot and a separate lot to be purchased by the town on Liberty Square Road.
- Applicant: Susan Vine, Approval Not Required Plan to change lot lines on Sargent Road.
- Applicant: Kanniard Homes, Approval Not Required Plan to change lot lines on Sargent Road.
- Applicant: Landwest, Approval Not Required Plan to for lot line revisions on Barteau Lane (High Pastures).
- Applicant: Estate of Sylvia Sheehan, Approval Not Required Plan to create a reduced frontage lot and agricultural lots off Burroughs Road.

#### ***Scenic Road Plans***

In Boxborough, any removal of stone walls or public shade trees along designated scenic roads requires approval from the Planning Board under the Scenic Road By-Law. The following Scenic Road approval was granted in 2002:

- Applicant: Norman and Leslie Gunderson received scenic road approval to remove a portion of a stone wall to construct a driveway to access Lot 2 Depot Road.
- Applicant: Estate of Sylvia Sheehan received scenic road approval to remove a portion of a stone wall and one public shade tree to construct a driveway to access a new lot and designated agricultural land.

#### ***Subdivision Road Inspections***

The Planning Board coordinates subdivision road inspections to ensure that construction is in accordance with the approved plans and the Subdivision Rules and Regulations. In 2002, final pavement was placed on Priest Lane and the remainder of Beaver Brook Road. The following roads are currently under construction:

<b>Road Name</b>	<b>Length</b>	<b>Subdivision</b>
Beaver Brook Road	8,400'	Towermarc Business Park
Houghton Lane	1,267'	The Heights at Houghton Lane
Priest Lane	973'	Priest Hill Estates
Barteau Lane Ext.	1,000'	High Pastures

#### **Annual Town Meeting May 2002**

The following Zoning Bylaw changes were approved at the May Annual Town Meeting:

- Created a Wireless Communication Facilities (WCF) Overlay Zoning District and revised criteria for locating WCFs.
- Rezoned a portion of Parcel 176 Hill Road from Industrial-Commercial (IC) to Agricultural-Residential (AR).
- Clarified footnote 15 under the entry for Farm in the Use Schedule.
- Supported the Patch Hill land acquisition articles.
- Accepted Tokatawan Spring Lane as a public way.

Zoning articles from the May Annual Town Meeting were approved by the Attorney General on August 9, 2002.

### **Long Range Planning/Other Projects**

The Planning Board reviewed and made recommendations on all special permit and variance requests submitted to the Board of Appeals. The Planning Board reviewed several requests for removing land from Chapter 61, 61A and 61B, and made recommendations to the Board of Selectmen on whether the town should exercise its right of first refusal on the properties. The Board met jointly with the BIT.com, Zoning Board of Appeals and the Wireless Communication carriers to review the Wireless Communication Facilities Bylaw. The proposed WCF Overlay zoning district and amendments to the design criteria were drafted with input from this meeting. The Planning Board also conducted a public meeting with property owners in IC District #8. The Board proposed changing the zoning of Parcel 176 on Hill Road based on input from the meeting.

The Town Planner submitted the Updated Open Space and Recreation Plan to the Division of Conservation Services. Having an approved Open Space and Recreation Plan enabled the town to receive \$500,000 in Self-Help funds from the Executive Office of Environmental Affairs (EOEA) for the Flagg Hill conservation land purchase.

The Town Planner submitted and received Housing Certification from the Department of Housing and Community Development under Executive Order 418 in 2002. The Town Planner assisted in the preparation of a grant application for \$200,000 from the Federal Home Bank Loan Program. The grant was awarded to the town to implement the Condominium Exchange Program.

The Planning Board encourages all residents to participate in the local planning process and the Master Plan implementation process. The Planning Board meets on scheduled Tuesday evenings at 7:30 p.m. in the Boxborough Town Hall. Master Plan Implementation meetings are scheduled for the following dates in 2003: January 28, 2003; April 29, 2003; July 29, 2003; and October 28, 2003. Any planning questions or comments may be directed to Alicia Altieri, Town Planner at (978) 263-1116.

I thank all of the members of the Planning Board, the Master Plan Committee and other volunteer committee members for their assistance and their dedication to the town in 2002.

Respectfully submitted,  
Alicia A. Altieri, AICP  
Town Planner

### **METROPOLITAN AREA PLANNING COUNCIL**

The Metropolitan Area Planning Council (MAPC) is the regional planning agency for the 101 cities and towns in the metropolitan Boston area. Created by an act of the Legislature in 1963, it serves as a forum for state and local officials, as well as a broad range of other public and private interest groups, to address issues of regional importance. Council membership consists of municipal government representatives, gubernatorial appointees, and city and state agencies.

As one of fourteen members of the Metropolitan Planning Organization (MPO), MAPC shares oversight responsibility for the region's federally funded transportation program. MAPC is also the federally designated economic development district for the region, responsible for creating an annual economic development plan.

The Council provides technical assistance and professional resources in land use, the environment, housing, transportation, water resources management, economic development, demographic and socioeconomic data, legislative policy, and inter-local partnerships that strengthen the efficient and effective operation of local governments. MAPC has a state-of-the-art Geographic Information Systems (GIS) Laboratory and a highly respected Metro Data Center.

Funding comes from municipal, state, federal, and private grants and contracts and a per capita assessment on member communities.

MAPC staffs and supports eight sub-regional councils whose members, appointed by chief elected officials and planning boards, work together to address issues of mutual concern. This community is a member of the Minuteman Advisory Group on Interlocal Coordination (MAGIC). This year MAGIC has sponsored major events on housing and economic development; launched efforts to improve service on the Fitchburg Commuter Rail Line; held two legislative breakfasts; provided input into transportation planning and funding documents; reviewed developments of regional impact; and, with MAPC staff expertise, provided intensive training to local staff and boards in how to use Geographic Information Systems (GIS).

In a variety of other ways, MAPC provides leadership and services that respond to regional challenges and demands. These include:

- Facilitating the MPO Working Group that is developing criteria to prioritize transportation projects funded through the Transportation Improvement Program (TIP). MAPC has met with communities in each sub-region to develop these criteria;
- Crafting, with allied organizations, recommendations to establish a statewide Community Roads Program, which would simplify the design process for particular types of roads to preserve community character. The program allows certain improvements to proceed without lengthy design waiver processes or adherence to AASHTO design criteria;
- Publishing *Decade of Change*, a report that uses new 2000 Census data and other sources to highlight growth trends in the region during the 1990s, and a companion volume of *Community Profiles* for each city and town;
- Providing build-out analyses to all 101 municipalities to enable them to understand impacts of potential growth and take steps to manage it;
- Reviewing and commenting on key state legislation and regulations that affect communities, such as amendments to Title 5, which regulates septic systems;
- Joining with other regional agencies to facilitate "Vision 2020," a long-range planning process for Southeastern Massachusetts;
- Participating in the establishment and management of the I-495 Initiative, a public-private forum that is examining growth impacts along the I-495 corridor;
- Partnering with others in a US Department of Labor funded Welfare-to-Work project that focuses on transportation barriers faced by low-income communities;
- Establishing Regional Services Consortia that help municipal managers to improve regional communication, information exchange, resource sharing, and collaborative action, including the collective purchasing of supplies and services;
- Facilitating the establishment of the Metropolitan Mayors' Coalition, comprising Boston and nine surrounding cities, to work on common issues, including health care costs, emergency preparedness, and group purchasing;
- Assisting communities in visioning and designing scopes for Executive Order 418 Community Development Plans;
- Informing communities about the new Pictometry Imagery Technology and acting as regional distributor for such imagery; and

- Conducting a multi-year regional visioning exercise that includes broad-based participation from all sectors of the region (see below).

### **The Regional Visioning Project: Developing a Regional Growth Strategy for Metro Boston**

In one of the most exciting developments in the last year, MAPC launched a new civic process to create an updated Regional Growth Strategy for metropolitan Boston. MAPC is working with city and town governments and various other stakeholders to create a vision and strategy that puts the region on a sustainable path in terms of land use, economic, environmental, and social issues.

The initiative was launched at a Boston College Citizens Seminar in May 2002. More than 400 people from a wide range of local and regional groups attended, and many have remained involved through the Process Design Team. That team, with more than 150 stakeholders from various fields of expertise, has been meeting to develop a design for the regional vision and growth strategy.

We will continue to look for leaders in our 101 city-and-town region who would like to get involved and/or lend their support for this regional effort. Please contact MAPC if you would like to become involved in this process.

### **MAPC welcomes Marc Draisen as the new MAPC Executive Director**

In October, MAPC was pleased to welcome Marc Draisen as its new Executive Director. Marc has a diverse background, including service as a State Representative and most recently as Executive Director of the Massachusetts Association of Community Development Corporations. He is an expert in housing issues, economic development, legislative process, and regional collaboration.

## **DESIGN REVIEW BOARD**

The Boxborough Design Review Board (DRB) is comprised of representatives appointed by the Board of Selectmen (Tim Rudolph, DRB Chairman), the Planning Board (Karen Metheny, PB-Chair), the Historical Commission (Scott Robinson), and the Permanent Building Committee (Clifford Perry), and an at-large member (Susan Page).

Design Guidelines, adopted by the Design Review Board on July 17, 2000, are available at Town Hall. These guidelines expand zoning bylaw provisions by establishing design attributes (solids and voids; facades and openings; massing and spacing of buildings; placement and orientation of buildings; architectural details, materials and colors; roof slopes and shapes; signage and lighting; and landscaping) for the Town Center District and creating the process for Design Review within the district at the time of application for special permits and site plan review.

In calendar year 2002, its third year of operation, the Design Review Board reviewed sign applications and addressed consistency of various quantitative restrictions with the Zoning Bylaw. Business has been “slow” in that there has been little public activity in realizing the Town Center vision. The Board is reviewing the option of expanding the design review guidelines to the Mass Ave business districts and is working with the Planning Board and the Master Plan Subcommittee to provide further warrant recommendations in this matter. The Planning Board is waiting for a formal corridor study being undertaken through consultants paid for by state grant, and our recommendations will be based in large part upon the results of that study. While economic development is good for the town, our concern is that such development be consistent with the character of the town. We believe that we should be providing other town boards, particularly the Planning Board and the Zoning Board of Appeals, with additional expertise and tools to assist in the management of growth consistent with Boxborough's small-town atmosphere. Such expanded review is consistent with other communities in the Commonwealth that have established Design Review Boards. At the same time we want to facilitate a rapid and responsive process for applications as “customers” of the permitting process. Mostly we are awaiting an increased pace for the development of Town Center itself.

Respectfully submitted,  
Design Review Board



## **HISTORICAL COMMISSION**

The Commission spent much of its time this year working with the consultant hired to conduct the Town-wide historical inventory. The consultant, Sanford Johnson of Groton, MA, was selected after a competitive bid process and was placed under contract. During late spring through fall, Sanford has been inventorying town properties and preparing the state-approved inventory forms. After an initial survey of the Town, three areas and one hundred and ten individual historic resources were identified and are being documented on their respective inventory forms. Draft materials are under review by the Commission at the time of this report. Finalized versions of this material along with the required overview report and town survey map are to be prepared and submitted to the Massachusetts Historical Commission to complete the Town-wide survey. Recommendations for further detailed survey work will be part of this final report and will form the basis for the Commission's future inventory work.

The Commission assisted in providing historical background information on eleven properties included in the Historical Society's historic house tour, held in September 2002. The Commission purchased historical house signs for the ten private homes included in the tour. These signs were painted by a professional sign painter and are the beginning of an ongoing project to place signs documenting original owners and built dates on historic properties in Town.

The Commission provided information to the owners of a historic house in Town regarding preservation deed restrictions to preserve the property in perpetuity. The Commission investigated various preservation options and presented the information to the owners. The Commission also investigated its potential role in monitoring such restrictions, should they be invoked.

The Commission responded to a number of requests for information regarding historical events and persons in Town, researching and making referrals as appropriate. Commissioners continued in their support throughout the year of the Design Review Board and Library Design Board on behalf of the Historical Commission. The Commission also participated in the Master Planning process.

The Commission investigated demolition delay bylaws, as part of its actions agreed to in the Master Plan. A demolition delay bylaw article is being brought before Annual Town Meeting as a result.

Respectfully submitted,  
Boxborough Historical Commission

## **PERMANENT BUILDING COMMITTEE**

During 2002 the Permanent Building Committee assisted the Library Building Committee in site location of the building, design, and reviewing construction documents for outgoing bids. The remainder of the Hager property was looked at, and incorporated a design for a driveway and utilities so as not to impact the new library but to give adequate access to the rear property for future use.

## **BOARD OF HEALTH**

During the past year the Board of Health was served by: members Phil Alvarez (2003), Bryan Lynch (2004), and Marie Cannon (2005). The daily operations of the Board were ably managed by Mary Cobleigh, Secretary to the Board of Health.

### **General Services**

In general, the areas of public health that the Board was involved with during 2002 include: visiting nurse services, home healthcare, clinics, hospice, mental health, health promotion, disease prevention, communicable disease reporting, vaccination, human services, tobacco control, substance abuse prevention, dental hygiene, drinking water safety, septic disposal, environmental health, housing & sanitary code enforcement, food services, recreational area safety, and mosquito control. Due to resource and time constraints, the Board must constantly prioritize and select for action those areas that have the greatest potential for impact on the public health. We request input from residents about their public health concerns to help guide us in our efforts.

As has historically been the case, the greater percentage of the Board's time and energies was given to the oversight of water resources and environmental protection. This included:

- Reviewing septic system and well plans;
- Working as part of the Water Resources Committee;
- Coordinating efforts with other groups and organizations.

During 2002, moderate-size facilities, including small treatment plants, large septic systems, and public water supplies, continued as prominent issues in the plans for new commercial buildings. Also, the Board and DEP have ongoing concerns with several Town apartment buildings and condominiums about their public water supplies, groundwater discharge, and sewage disposal systems. The progress on issues continued slowly.

While other Town Hall departments have started utilizing the new geographical information system (GIS), the Board of Health still awaits implementation. We have finally received the GeoTMS software programmed to our specifications and plan to set up a comprehensive database from our files. We expect to complete the initial effort in the next year. Ultimately when this system is complete, the Board plans to use it to monitor water resources and compliance with Title 5.

In regards to the delivery of healthcare services, Boxborough continues to receive the major part of its Board-sponsored activities through the Nashoba Nursing Service of the Nashoba Associated Boards of Health. This care took the form of skilled nursing visits, physical and occupational therapy, social worker visits, and dental care. Other healthcare services overseen by the Board include those provided to eligible Town residents by Concord Family and Youth Services and Eliot Community Services. Town residents in need of these services should contact the agencies directly. Summaries of these services on behalf of Boxborough residents appear later in this report.

### **Issues in 2002**

The events of 9/11 continue to affect our lives. The entire public health infrastructure continues to meet these new threats. Locally, these were reflected in the new partnerships forged with local police and fire departments, state agencies, and federal programs. The registered nurses and sanitarians with Nashoba have received intensive training to respond to the new threats. Area physicians, nurses, emergency room personnel, and other possible first responders have been trained to recognize symptoms. Epidemiological surveillance systems have been optimized to detect the earliest signs of contagion. Public immunization plans that functioned well in the past are being revised and updated. Still these are just the early adaptations of the public-health system. Planning and implementing will continue at many levels to ensure the protection of the public health and safety.

The Board participated this year in a newly formed Local Emergency Planning Committee (LEPC). With the organization and direction of Chief Clayton (Fire Department), the Town's Comprehensive Emergency Management Plan was updated and adopted by the Massachusetts Emergency Management Agency (MEMA). The Start-up Certification for the LEPC was also granted by MEMA.

The Board continues to monitor bird deaths with the potential relationship to West Nile Encephalitis. While some towns in the region have continued to show evidence of the virus, primarily in birds and especially crows, it is important to realize that the relative risk of becoming infected with the virus is extremely low. Nonetheless, residents, especially those who are elderly or immunocompromised, should take appropriate precautions against mosquitoes. The Town will continue to avail itself of the services of the Central Massachusetts Mosquito Control Project and participate in the State surveillance program.

During the year, the Board plans to continue the activities discussed above, plus:

- Help complete the Town Water Resources Plan;
- Implement the Board of Health portions of the GIS;
- Build our capacity to participate in public health measures to protect against possible bioterrorism;
- Improve our ability to convey public health information to the public.

Any Town resident interested in working on any of the areas discussed above, or other issues impacting public health, is strongly encouraged to contact the Board.

#### **NASHOBA ASSOCIATED BOARDS OF HEALTH**

www.nashoba.org  
(800) 427-9762

Nashoba Associated Boards of Health continues to serve the local Board of Health in meeting the challenges of environmental and public health needs in Boxborough. In 2002 particular efforts were made to respond to a series of new service demands in the Environmental Division while adjusting to changes in the Nursing Division created by national trends in health care. Some of the new service demands included:

- Response area wide to the bioterrorism threat following the 9/11/01 attack by answering inquiries from other local departments, through coordination with the Massachusetts Department of Public Health (MDPH) on its Citizens Advisory Committee in developing the scope of their \$13 million dollar Centers for Disease Control grant to better prepare the public health response to future events. Updated Nashoba internet web site to respond to need for information. (**See *nashoba.org***)
- Response to the bioterrorism threat through coordination and communication with the Centers for Disease Control, the MDPH, and the Massachusetts Emergency Management Agency.
- Response to the West Nile Encephalitis (WNV) surveillance effort through coordination with MDPH, through the collection of suspected bird samples, submittal to the MDPH lab, and follow-up when the lab results were obtained.
- Response to health related impacts of beavers through coordination with the local Board of Health in the issuance of the necessary permits.
- Response to state mandated changes in regulations requiring more frequent beach sampling through sample collection, submittal for analysis, and follow-up when results were obtained.

We look forward to continuing our work with Boxborough's Board of Health. Included in the day to day work of Nashoba in 2002 were the following:

- Through membership in the Association Boxborough benefited from the services of Nashoba staff including: **Registered Sanitarians, Certified Health Officers, Registered Nurses, Registered Physical & Occupational Therapists, Licensed Social Workers, Certified Home Health Aides, and Registered Dental Hygienists**
- Provided health education programs in collaboration with the Boxborough Council on Aging.
- Collaborated with Minuteman Home Care around elders at risk and other safety issues.
- Responded to and assessed mental health concerns through crisis intervention and teamwork with other community resources including Eliot Community Mental Health Center.
- Continued participation in pilot project for home health nursing staff to more effectively and efficiently maintain patient records through use of palm-held computers. Use daily downloaded data for scheduling, chart maintenance, and records access. Database refreshed daily by uploading at day's end.
- Provided assistance to Boxborough for tobacco control efforts through Department of Public Health grant award.
- Continued active professional relationship with Massachusetts Association of Health Boards (MAHB), the only statewide professional association representing Boxborough and other local Nashoba Boards, as an elected member of the Executive Committee of MAHB. Participated in MAHB's Advanced Certification Program.

By the Boxborough Board of Health's continued participation in the Association you can shape your future local public health programs and share in the benefits of quality service at a reasonable cost!

## **Environmental Health Department**

### ***Environmental Information Responses Boxborough Office (days)..... 46***

The Nashoba sanitarian is available for the public on Friday morning at the Boxborough Board of Health Office. ***This does not reflect the daily calls handled by the three Nashoba secretaries during daily business hours.***

### ***Food Service Licenses & Inspections..... 20***

Nashoba annually mails out and receives application from both restaurants and retail food businesses. Licenses are renewed for existing facilities. Plans are submitted and reviewed prior to initial licensing. All licensees are inspected at a minimum twice a year. Where deficiencies are found, a re-inspection is scheduled to insure compliance. When a complaint from the public is received an inspection is also conducted. During this inspection health factors of food handlers is also investigated, and where appropriate medical consultation and laboratory testing may be required.

### ***Septic System Test Applications ..... 22***

Applications from residents proposing to build or upgrade a septic system are accepted, a file created, and testing dates are coordinated with the applicant's engineer.

### ***Septic System Lot Test ..... 37***

Nashoba sanitarian witnesses soil evaluations, deep hole tests, and, usually on a separate date, percolation tests conducted by the applicant's engineer which serve as the basis of the design of the septic system.

### ***Septic System Plan Applications (new lots) ..... 13***

### ***Septic System Plan Applications (upgrades).....14***

Detailed plans created by engineers hired by residents proposing to build or upgrade a septic system are received, filed, and routed to the Nashoba sanitarian for review.

### ***Septic System Plan Reviews (new lots).....37***

### ***Septic System Plan Reviews (upgrades).....25***

Engineered plans are reviewed according to state code, Title 5, and local Board of Health regulations and review forms are created and sent to engineer for revision. Subsequent re-submittals by the engineer are also reviewed.

<b>Septic System Permit Applications (new lots) .....</b>	<b>10</b>
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<b>Septic System Permit Applications (upgrades) .....</b>	<b>18</b>
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Applicants' approved plan submittals and Board of Health requirements are incorporated into a permit to construct the septic system.

<b>Septic System Construction Inspections .....</b>	<b>97</b>
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Nashoba Sanitarian is called to construction site at various phases of construction to witness & verify that the system is built according to plans.

<b>Septic System Consultations .....</b>	<b>97</b>
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During all phases of application, design, and construction the Nashoba Sanitarian is called upon for legal details and interpretation.

<b>Well Permits .....</b>	<b>69</b>
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<b>Water Quality/Well Consultations .....</b>	<b>27</b>
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Private wells are regulated solely by local Board of Health regulations. The Nashoba Sanitarian assists the Board of Health by reviewing well plans, securing well water samples, and interpreting water quality test results.

<b>Rabies Clinics - Animals Immunized .....</b>	<b>17</b>
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Nashoba arranges for local clinics with cooperating veterinarians, arranging for dates and location, placing ads in local newspapers, and sending home flyers through local schools. In addition, since the recent raccoon rabies epizootic Nashoba has arranged for delivery of over 500 animal specimens to the State lab in Boston for analysis and has counseled possible exposure victims to seek medical assistance.

## **Nashoba Nursing Service**

<b>Nursing Visits .....</b>	<b>46</b>
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Nashoba's Certified Home Health Registered Nurses visit patients at home under their physician's orders to provide an assessment of physical, psychological, and nutritional needs. Skills include teaching/supervision of medications, wound care, ostomy care, IV therapy on a 24-hour basis, catheter care, case management and referral to other services as needed.

<b>Rehabilitative Therapy Visits .....</b>	<b>4</b>
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Nashoba Therapists provide skilled physical, occupational, and speech therapeutic interventions through assessment, treatment and education. Their integration of client, caregiver, and medical outcomes aims at attaining maximum functional independence.

<b>Home Health Aide Visits .....</b>	<b>13</b>
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Nashoba's Certified Home Care Aides provide assistance with bathing dressing, exercises and meal preparation.

<b>Local Well Adult, Support Groups, &amp; Other Clinic Visits .....</b>	<b>213</b>
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Included are 13 health promotion home visits. Also well adult clinics, and hepatitis, pneumovax, tetanus clinics. Flu immunization clinics served 110 persons. Other clinics included cholesterol, exercise, mental health and bereavement clinics.

## **Communicable Disease Reporting & Control**

Nashoba's Nursing Service & Environmental Health Department work together to meet the local Board of Health's responsibilities under the law to do the following:

- Investigate and control the spread of communicable diseases within Buxborough (MGL Chap111, Sec 6, 7, and 92-116). Nashoba works with the Massachusetts Department of Public Health (MDPH) in this area.

- Receive and process reports from physicians concerning cases of diseases “dangerous to the public health” as defined by MDPH (MGL Chap111, Sec 6)
- Notify MDPH Division of Epidemiology and Immunization within 24 hours of receiving notice of any case “dangerous to the public health.”
- Receive reports and undertake follow-up as necessary regarding certain food borne and waterborne diseases and diseases being monitored by the MDPH.
- Receives reports, investigates and conducts follow-up on all incidences involving positive rabies results.

**Dental Health Department**

**Examination, Cleaning & Fluoride - Grades K, 2 & 4**

Nashoba’s Registered Dental Hygienists, operating out of the school nurse’s office and records, provide these services to those children whose parents have given written consent.

<i>Students Eligible .....</i>	<i>210</i>
<i>Students Participating.....</i>	<i>124</i>
<i>Referred to Dentist.....</i>	<i>9</i>

**Instruction - Grades K, 1 & 5**

Nashoba’s Registered Dental Hygienists also provide classroom instruction of cleaning and maintaining health teeth to all children in these grades.

<i>Number of Programs .....</i>	<i>16</i>
<i>Students Participating.....</i>	<i>210</i>

**CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT**

www.cmmcp.org  
(508) 393-3055

The Central Massachusetts Mosquito Control Project (CMMCP) currently provides its services to 35 cities and towns throughout Middlesex and Worcester Counties. One new member town joined the CMMCP service area in 2002.

The Project's headquarters is located at 111 Otis St., Northborough, MA. Tours of the headquarters or visits to field work sites may be arranged by calling the office in advance. Project personnel are also available to meet with any town board or resident to discuss the Project’s procedures and activities. Our phone number is (508) 393-3055.

CMMCP practices Integrated Mosquito Management (IMM), blending state of the art methods and techniques with expertise, experience, and scientific research to provide our member communities with modern, environmentally sound, cost effective mosquito control. IMM encourages the use of non-chemical means to accomplish the goal of mosquito reduction.

The Mosquito Awareness program which we offer to elementary schools in our district is very popular. Project staff meet with students and teachers to discuss mosquito biology, mosquito habitat, and control procedures. Much of the presentation is directed towards what the children and their families can do to prevent mosquitoes from breeding around their homes. Live samples of mosquito larvae are included with the presentation, and are left in the classrooms so that students can watch their development. Slides, videos, handouts, and coloring books help to make this an interesting program.

As part of our effort to reduce the need for pesticides, our first line of control is our wetlands restoration program. By cleaning clogged and overgrown waterways, mosquito breeding can be reduced, wetlands are returned to historical conditions, and water quality is improved. Source reduction, the elimination or reduction of a mosquito breeding

source, is practiced by alerting residents and business owners about potential mosquito producing sites they have created. They are informed about basic mosquito biology, and the need to eliminate these man-made breeding sources.

Bti mosquito larvicide is used to treat areas where mosquito larvae are found and source reduction or wetland restoration is not feasible. We have an extensive database of known breeding sites, and we encourage the public to notify us of any areas they suspect could breed mosquitoes. Our fields crews will investigate all requests and treat the area only if pre-determined thresholds of mosquito larvae are exceeded. Bti is a naturally occurring product, and is exclusive to mosquito larvae, preserving other aquatic organisms in their habitat.

Our goal is to handle all mosquito problems with wetlands restoration, source reduction or larviciding, but we recognize that there are times when adult mosquito spraying is the only viable solution. In such cases residential areas are treated with either hand-held or pick-up truck mounted sprayers. Applications are site-specific and are determined by weather, type of area and mosquito populations levels. These applications are done only by request of town residents. Adult mosquito surveillance is performed before any applications of any product.

The project's surveillance program monitors adult mosquito and larval population density, and is the backbone for prescribing various control techniques. We have expanded the adult collection program to monitor for West Nile Virus in our service area. Specialized traps are used as a mobile force for viral monitoring, and are placed in member towns on a rotational basis for routine sampling. If a WNV hot spot were to occur, surveillance is intensified to sample mosquitoes in that area, and these collections are sent in to the Mass. Dept. of Public Health for virus testing.

The Project has a website at **[www.emmcp.org](http://www.emmcp.org)** which has extensive information on our program, products we use, and mosquito control procedures. Requests for service can be made through the website, as well as pesticide exclusions. A phone notification system has been installed to announce potential spray areas for member cities and towns on their scheduled evening.

Kenneth Courtemanche, Superintendent  
Timothy Deschamps, Assistant Superintendent

### **CONCORD FAMILY AND YOUTH SERVICES, INC.**

[www.cfys.org](http://www.cfys.org)  
(978) 263-3006

Concord Family and Youth Services is a not-for-profit organization which provides residential treatment, a therapeutic day high school, day treatment programs, and prevention, education and parenting programs for children, adults and families. Headquartered in Acton with community-based program sites in the surrounding towns, the agency serves Middlesex County including Buxborough. This organization was founded in 1814 and has been helping young people and families in trouble ever since.

The number of families and young people needing support, education and referrals continues to rise. CFYS provides support to Buxborough families involved in The Family Network through its "First Connections" program and its ongoing support groups, drop in play for young infants, adoption services and counseling. Buxborough families make use of the parenting resource library, the general Health Education Resource Center, workshops and seminars. In addition, Buxborough families can receive referrals for counseling to address issues related to family stress, couples, parent/child concerns and referrals for substance abuse treatment.

## ELIOT COMMUNITY HUMAN SERVICES

www.eliotchs.org

(978) 369-1113

The funding that we have received from the Town of Boxborough has been an invaluable resource in our efforts to offer a full range of mental health and substance abuse services to the community. Eliot Community Human Services Inc. has provided 379.25 hours of service to 23 residents of Boxborough for fiscal year 2002.

The Eliot Center has a long history of providing a wide range of services and clinical expertise across the life span to residents of the local communities. Eliot is currently the only resource in the area that accepts Medicaid and offers affordable services for the uninsured. Given the current fiscal crisis of state and local governments, the steady rise in unemployment, and the uncertainty around health care coverage and costs, we anticipate the demand for services to continue to grow. We are proud of our ability to meet the demand and at the same time remain fiscally responsible.

Eliot Community Human Services, Inc. remains committed to the mission of providing community-based care that is client centered and responsive to the needs of the residents in the Boxborough Community.

## WATER RESOURCES COMMITTEE

The Boxborough Water Resources Committee (WRC) is a cooperative effort of several Town boards to ensure that Boxborough will always have adequate supplies of potable water. Its members are Bryan Lynch (BoH), Don Wheeler (BoS), Kristen Hilberg (Fin Comm, BoS), Liz Markiewicz (School Comm), Marie Cannon (BOH), Norm Hanover (Cons Comm), and Phil Alvarez (BoH).

The first task undertaken by the WRC was to conduct a comprehensive water resources analysis that would serve as the basis for subsequent planning efforts. It had three major objectives:

- Consolidate existing relevant information resources;
- Estimate future water needs under several different buildout conditions;
- Identifying potential water resources for acquisition and provide recommendations for well investigations.

The engineering firms CDM and D.L. Maher conducted the analysis and completed it, on budget, in 2001. The following material is excerpted from the executive summary portion of the concluding report. Additional information in the report may be viewed in the Board of Health office at Town Hall.

### Conclusions

#### *Water Needs Forecasting*

The recently completed *Boxborough Master Plan* (Beals & Thomas, January 2002) provides a buildout analysis adopted for the purpose of this Water Resources Analysis Study. The buildout analysis includes current land use, 10-year buildout, and future buildout scenarios. The following table summarizes the average demand per day and maximum demand per day projected for each buildout scenario.

Development Scenarios	Average Demand (millions of gallons per day)	Maximum Demand (millions of gallons per day)
Current Land Use	0.42 – 0.50	1.1 – 1.3
10-Year Buildout	0.62 – 0.71	1.5 – 1.7
Future Buildout	0.88 – 0.99	2.0 – 2.3



### ***Resource Planning to Meet Demands***

Although we currently rely on individual private wells and small public wells to supply our water, we must still make sure that we have adequate supplies to meet both average and maximum conditions. Also, to provide adequate safety and ensure continuous supply, some supply redundancy and excess capacity should be in place.

### ***Candidate Sites for Well Development***

Two basic types of wells are under consideration, those that are in unconsolidated aquifers (such as those used by the Littleton and Acton water departments) and those in bedrock wells (such as the Blanchard School well). There are advantages and disadvantages to each, most notably that there are defined locations for each within the Town.

*Unconsolidated Aquifer Wells:* There are three unconsolidated aquifers (underground sand and gravel deposits containing large amounts of water) in Boxborough that could be explored as possible groundwater supplies. They include the Beaver Brook aquifer in northwest Boxborough, the Heath Hen Brook Aquifer in south-central Boxborough, and the Elizabeth Brook Aquifer in the southwest corner. A fourth area in eastern Boxborough, known as the Guggins Brook Aquifer, lacks the necessary available land due to recent residential development. (Note: It is the possibility of similar development occurring near the other aquifers that encourages us to move forward with our efforts to manage our water resources.) Ten potential test well sites in unconsolidated aquifers have been identified, five of which have been designated by the WRC as being of higher priority for exploration. These include three sites in the Beaver Brook Aquifer, one site in the Heath Hen Brook Aquifer, and one site in the Elizabeth Brook Aquifer.

*Bedrock Wells:* Fourteen sites for bedrock well exploration have been identified and have been preliminarily prioritized by geological favorability, and are being reprioritized by the WRC based on our needs.

### **Recommendations**

Our consultants have given us seven follow-on project recommendations, with associated costs. The following briefly summarizes these proposed projects by type.

#### ***Field Testing to determine the Potential for Groundwater Supply Development***

*Proposed Project 1: Testing of Unconsolidated Aquifers* – Conduct a 2.5-inch test well exploration program at the five prioritized sites in unconsolidated aquifers.

*Proposed Project 2: Assessment of Bedrock Well Development Potential* - Reprioritize the 14 sites based on such issues as legal/physical access, ownership, proximity to service area, and other institutional issues. Once priority sites are identified/confirmed, field staking of potential drilling sites should occur. This might result in even further site prioritization/revision. Drilling can then be conducted at desired sites, once all legal, physical and wetland permit issues are resolved. (Note: This is in process.)

*Proposed Project 3: Acquisition of Aerial Photographs* – The Town should consider acquisition of the aerial photography collected by Maher on which bedrock fracture traces have been identified. (Note: This is in process.)

#### ***Aquifer Protection and Land Acquisition***

There are several projects, which may be undertaken to protect Boxborough's water resources.

*Proposed Project 4: Identify Parcels for Acquisition within Existing Zone II Areas* – Both the Towns of Acton and Littleton have Zone II delineations (i.e., Wellhead Protection Areas) extending into Boxborough. Undeveloped parcels within these areas can be identified for purchase and protection. Further, parcels overlying identified aquifers and/or proposed test sites could also be acquired for protection.

*Proposed Project 5: Aquifer Protection District and Bylaw* – The Aquifer Protection District should be modified to reflect Zone II areas within Boxborough contributing to the Acton and Littleton wells. Also, consideration should

be given to updating the Bylaw for compatibility with DEP Drinking Water Regulations CMR 22.21 Groundwater Supply Protection.

### ***Water Supply Planning***

In addition to identifying groundwater resources of sufficient yield and quality, consideration should also be given to possible regionalization of service area and water supply. The following projects for consideration could proceed in concert with groundwater supply testing and aquifer protection efforts.

*Proposed Project 6: Regional Water Supply Option Evaluation* – Both the Acton Water District and Littleton Water Department have expressed interest in working with Boxborough to obtain additional water supplies for their needs and to potentially service areas of Boxborough. It is our recommendation that meetings with Acton and Littleton be initiated by Boxborough to explore the possibility of a regional water supply, which may allow for cooperative funding. Further, it may be determined that certain sites are more favorable if cooperative testing/development is to be pursued.

*Proposed Project 7: Establishment of Local Service Areas* – If the Town elects to proceed with a water system in the future, it will likely occur in phases due to the significant cost. Therefore, areas of priority for local water service must be identified in order to establish a phased approach. We recommend that efforts be conducted to evaluate and establish one or more potential water service areas in Boxborough. The need for a service area may be based upon failing domestic wells, deteriorating water quality, or potential contaminant sources. Once the “need” areas are established, required water volume must be estimated based on developed and undeveloped lots. The location of the need areas could also govern the prioritization of sites for groundwater supply exploration.

### ***Grant Funding***

The Town should consider the two DEP-funded grant programs, Wellhead Protection Grant Program and the Source Water Protection Grant Program, relative to the protection of water supply resources. Funding for these programs is provided from the Drinking Water State Revolving Fund. In addition, the Executive Office of Environmental Affairs is considering the expansion of eligible projects to include land acquisition for groundwater supply source protection. Although funds may not be currently available due to budgetary constraints, they could become available again in the future.

## **DEPARTMENT OF PUBLIC WORKS**

The past year was a rather mild year for the winter storm activities. The winter storm season of 2001 - 2002 arrived early in December and was all done by the middle of March. There was approximately 38 inches of snow, 88 inches less than the previous year, and a significant amount of ice during the season. We had a total of 18 responses to storms during the season, in comparison to 42 the previous season, plowing and sanding 8 times and sanding 10 times.

With the amount of sanding that happened during the winter, spring clean up took a little longer than usual. As part of the process, along with the spring clean-up activities, we did some sprucing up of various properties in Town including the Police Station and the Town Hall. The DPW. Is overseeing the construction of the new playing fields on Liberty Square Rd. on behalf of the Recreation Committee. This project is going well and the projected opening date for these fields is Fall of 2003. This may seem like a long wait, especially when you see green grass on the fields. But, the need to not use these fields is very important to the future longevity of the turf. It looks good, but the grass has not had time to develop the good root base need to withstand the punishment that the field is designed to take. I would like to also say that working with the Recreation Committee has been a pleasure, the amount of work that they put into the field project really made the task of overseeing the Liberty Field much easier. I'm looking forward to working with these dedicated people in the future.

The growing season this past season did not see the usual slow down in late July and early August as in most years. As a result we were very busy mowing and maintaining the various Town properties, most weeks twice a week all season. Work on the restoration of the Cemetery Shed was started in the fall and good progress was made. Unfortunately winter started early and work had to be suspended for the winter. We are hoping to have the shed completed by Memorial Day.

## **RECYCLING**

The Transfer/Recycling Station is working smoothly, thanks in large part to the cooperation of the people that use this facility. The Mercury Thermometer Program is working smoothly. This program allows you to bring your old thermometers to the Transfer Station and trade them for a new digital thermometer. This program is an effort to try and reduce the amount of mercury that goes into the ordinary rubbish. Along with this program we also recycle CRTs at the facility along with all other electronics. As a reminder, the open top container at the facility that is used for large bulky items is just for that. Building debris and yard waste is not allowed in this container do to state regulations. We also do not accept tires or any thing with freon in it such as refrigerators or air conditioners. I would like to thank all the people that use the facility for their patience and cooperation. Without that very important aspect the center wouldn't work as well as it does.

I would like to take this opportunity to thank everyone (a long list of people) that has interacted with this Department and helped us throughout the past year. I would especially like to thank the guys who work for the DPW. Without their dedication and positive attitude, we couldn't have accomplished what we have. Also, thank you to the residents of the Town for their patience and support.

Kenneth March  
Director of Public Works

## **CEMETERY**

The normal upkeep and maintenance of both North and South Cemeteries was completed throughout the year.

It was an average year for burials. The sale of lots and perpetual care monies are accounted for in the Treasurer's Report.

The rebuilding of the Cemetery shed was started this year. The foundation work and rotten timbers were replaced as well as leveling the building. Some of the siding that could not be salvaged was also replaced. We are hopeful that we can finish the rebuilding process before Memorial Day.

I would like to thank Superintendent Donald Morse for his dedication and invaluable knowledge of the Cemeteries. I would also like to thank the DPW Crew for their assistance in maintaining the Cemeteries. A good job was and is done by all.

Respectfully submitted,  
Kenneth March  
Cemetery Commissioner

## **VETERANS' AGENT**

The Veterans' Service is established according to Chapter 115 of Massachusetts General Laws and is administered under state guidelines to provide information and assistance regarding benefits to Veterans, Veterans' dependents, widows and children of deceased Veterans. There were no Veterans' benefits paid out in 2002.

A flag was placed on each Veteran's grave on Memorial Day. There were two Veteran burials in the South Cemetery:

George Henry Wheeler WWII	March 12, 2002
Frederick Paul Joyce, Sr. WWII	July 11, 2002

I attended the Department of Veterans' Service 5<sup>th</sup> Annual Training Session from September 16 through September 19, 2002 and received my re-certification for Veterans' Service Officer.

I am still seeking the 214-D records of anyone entering the service from the Town of Boxborough as we wish to erect a permanent war memorial someday.

Donald C. Morse  
Director of Veterans' Services  
Veterans' Agent  
Veterans' Grave Officer

## **COUNCIL ON AGING**

The mission of the Boxborough Council on Aging is to reach out to the approximately 445 seniors in town, and their families. This is accomplished by planning and implementing services and activities for older adults. The COA also directs family members, care providers and older adults to needed services and activities, which may be located in Boxborough or elsewhere. Some of these services and activities may include home delivered meals, luncheon meal-sites, nursing care, fuel assistance, updated health insurance information, trips for socialization, exercise classes, and adult day health care. We acknowledge, support and work alongside with individuals, civic groups, and Friends groups who help our elderly. We inform Boxborough senior citizens by monthly newsletters about our wellness clinics, trips and activities, monthly luncheons, town information, health issues, political issues, legal information, and other pertinent topics.

The current Council on Aging Board consists of five members. Karyn Kealty serves as Chairman, Dean Machamer as the Vice-Chairman, Mary Larson as Treasurer, Elaine Garabedian as Secretary and Nancy Crowley as member-at-large. All five members of the board are volunteers from the Boxborough community who generously offer their time and efforts to help serve the senior citizens of Boxborough. Kathie Schwarting is the Coordinator of the Council on Aging. Her office hours in the Town Hall are Monday, Wednesday, and Thursday, 9:00 AM - 3:00 PM. Residents are encouraged to call or visit the COA office during these hours to inquire about services and activities, share information, express opinions, or ask about volunteer options.

The seniors in Boxborough are also fortunate to have an active group of volunteers in the Friends of the COA. The Friends help provide programs for our seniors and help the COA with volunteer participation and financial assistance through fundraising. Astrid Chalupa serves as President, Pat Fallon as Vice-President, Kathy Blackey as Treasurer, Shirley Warren as Secretary, and Mary Larson as the Liaison to the COA Board. The Friends of the COA have received generous donations from the Acton-Boxborough United Way and also from private citizens. These donations benefit our senior citizens and are gratefully acknowledged. In December, the Friends of the COA

held their second annual Holiday Party in the Grange Room of Town Hall. A very well attended crowd of seniors and friends enjoyed the event.

The Boxborough community at large also provides many volunteer hours to help senior citizens. Our Boxborough COA volunteer drivers are appreciated for their diligent efforts in transporting seniors to various locations. The names of our core group of 2002 volunteer drivers include: Karyn Kealty, Mary Rohwer, Liz Markiewicz, Eleanor Smith, Marion Powers, Alida Felton, Jenna Smith, Joan Rosania, Julie Mackie, JoEllen Baird, Rita Gibbs-Grossman, AnneMcNeece, Linda Lehner, Ellen Sathe, and Lorraine Carvalho. Their names and phone numbers are listed in the monthly newsletter for seniors to call when alternate transportation is not available. Other volunteer drivers not named here have also come forward to help. Our handyman, Bill Litant, has helped out many seniors throughout the year by volunteering his time and talents. The Boxborough Minutemen also pitch in to help seniors with various tasks.

The COA would like to thank Doug Barrus for his years of service as both our SHINE (Serving Health Information Needs of Elders) Counselor and as our representative on the Minuteman Senior Services Board. Doug stepped down from both positions at the end of his term this spring and we are now very fortunate to have Frank Sibley representing Boxborough on the MSS Board. Frank has also volunteered hours of his time throughout this year to give one-on-one computer support to many of our senior residents. We also appreciate our new SHINE representative, Pauline Hogan of Maynard, who was introduced at our September Luncheon. We thank Doug and Pauline for keeping us informed on the ever-changing, often confusing, 2002 health insurance updates.

Greater numbers of Boxborough seniors are participating in our activities and events this year! The Boxborough Neighbors Luncheons, held at the United Church of Christ, took place from March to June and from September to December. Approximately 35 seniors attended these luncheons where delicious meals were prepared and served by local civic groups. A craft project, senior-related talk, or entertainment followed the luncheon. These luncheons provided an opportunity for Boxborough seniors to get together with old friends and to welcome new neighbors to the community. Our thanks to the following civic groups who hosted these successful luncheons: the Council on Aging Board, the Friends of the Boxborough COA, the Friends of the Sargent Memorial Library, the Garden Club, the Boxborough PTF, the Boxborough Minutemen, the Boxborough Family Network and the United Church of Christ. Brown-bag luncheons were also held during the summer months and were well attended. The COA also would like to extend a special thank-you to the Acton Lions Club for serving up a hearty "New England Boiled Dinner" in March as well as to the Acton/Boxborough Rotary Club which hosted their famous September Barbecue for Acton and Boxborough senior residents.

Friends' volunteer and Treasurer, Kathy Blackey, also served as Trip Coordinator for our seniors this year. A wonderful selection of events, either in conjunction with neighboring towns or by Boxborough residents alone, consisted of trips to: the Boston Museum of Science, the Worcester Art Museum, Bull Run Restaurant/Magic Show, the Salem Cross Inn, the Pawtucket Red Socks, the Museum of Fine Arts, the Lowell American Textile Museum, the Boston Duck Tours, the Lowell Spinners, the Blithewold Mansion/Gardens, the Mark Twain House/Boat Tour, Public House Historic Inn/Bright Nights and the Boston Symphony Orchestra. Also, in February, Kathy Blackey held a Valentine Luncheon in her lovely home for our seniors. A gourmet meal was followed by Cupid's grab bag, which is always a fun and enjoyable part of the afternoon.

The Executive Office of Elder Affairs awarded the Boxborough COA a \$2,600 grant for the fiscal year 2003. The major portion of this award was used to defray the cost of printing and distributing the monthly Boxborough senior newsletter. Some of the money was also used to pay for a portion of the Wednesday exercise class.

The COA feels extremely fortunate to have Phyllis Kennedy and Joan Meakin as our exercise and line-dancing instructors. Their dedication and enthusiasm allow participants to feel welcomed, encouraged and supported. Our loyal bridge group participants, assisted and organized by Dean Machamer and Helen Volkmann, meet Thursday and Saturday mornings. Another nice way to meet new Boxborough residents!

On the second Wednesday of each month from 11:00 AM-12:00 noon, the Nashoba Nursing and Hospice Service provided a wellness clinic at the United Church of Christ. Services provided included blood pressure screening, glucose and cholesterol screenings, flu and pneumonia shots and tetanus and diphtheria vaccines. The wellness clinic is open to people of all ages and is especially well attended by our senior citizens throughout the year.

The Fuel Assistance Program began on November 1, 2002 and will continue to April 30, 2003. This program is open to those residents who are income-eligible, regardless of age. Applicants can apply for help with weatherizing their homes and repairing heating equipment as well as for financial assistance for fuel costs. The COA Coordinator is trained to help with fuel assistance applications.

In 1997, the Friends of the Whitcomb House/Senior Center was established in order to raise funds for a Boxborough Senior Center. The President of the organization is Dick Golden and co-Treasurers are Peggy Boyden and Elaine Garabedian. The Boxborough Council on Aging and the Friends of the Whitcomb House/Senior Center are two separate groups. In December of this year, approximately 250 people enjoyed the 6<sup>th</sup> Annual "Breakfast with Santa" fund-raiser at Blanchard School. After expenses, \$600.00 was raised. The Boxborough Council on Aging applauds the effort, work and contributions of all of the members of the Friends of the Whitcomb House Senior Center which, to date, has collected donations of approximately \$60,000.

Many things were accomplished this year. The Coordinator as well as volunteers provided outreach services to those seniors who were at risk. Home visits and follow-up telephone calls were made. The Coordinator worked with the Boxborough community service providers including the Boxborough Police, the Fire Department, the United Church of Christ staff and other professionals in the community to share concerns and coordinate efforts. Classroom computer lessons for seniors, taught by Technology Director Gail Neuman, were held during the year at the Blanchard School. A "Safety IQ Check" Workshop presented by Brenda Ferriero of Minuteman Senior Services was held jointly for Boxborough's and Harvard's senior residents. Also, a "Stress Relief for the Holidays" Workshop, given by Bonnie Arky, LCSW, was held for both Boxborough and Acton seniors. The Senior Tax Abatement Work-Off Program, which affords seniors the opportunity to save on their property taxes by volunteering in municipal offices, grew in significant numbers this year. Two of the projects completed by senior volunteers which greatly helped the COA office this year consisted of revamping our computer database system and also researching available senior discounts, the results of which were published in the June 2002 newsletter. Many thanks, again, to the Selectmen who worked on this project as well as to the Boxborough residents who approved it.

The Boxborough Council on Aging is very thankful for all of the support received from the Town of Boxborough, the United Church of Christ, and especially to the community for their widespread support of senior programs. We greatly appreciate the financial support of the Acton-Boxborough United Way and the Boxborough Recreation Commission. It is through these efforts of the entire Boxborough community that made 2002 a year in which more Boxborough senior citizens were reached, more of our seniors participated in our activities, and where more of our seniors' interests and concerns were met.

## ACTON BOXBOROUGH CULTURAL COUNCIL

The calendar year 2002 brought serious financial challenges to the Acton Boxborough Cultural Council along with the rest of the Commonwealth of Massachusetts. The Acton Boxborough Cultural Council received about a 62% reduction in our allocation from the Massachusetts Cultural Council because of the devastating budget cuts the State made in the MCC budget. In addition to our ongoing fall grant administrative duties we produced one large community arts event and four smaller performances, hosted a June ABCC awards reception and two MCC workshops during 2002. The Acton Boxborough Cultural Council members are highly dedicated, diversely talented volunteers and enthusiastic, energetic arts advocates for Acton and Boxborough.

The Massachusetts Cultural Council often holds up the ABCC as an example to other arts councils. Credit must be shared with Boxborough's and Acton's Boards of Selectmen, their administrations and taxpayers for their support of the arts! For the 5th year, Boxborough gave the ABCC \$1,000. Acton for the 6th year gave the ABCC \$5,000 to be used by the ABCC for ongoing arts enrichments. We are extremely grateful and constantly acknowledge their support to everyone. We are grateful also for the physical support that the two towns provide us with: meeting spaces, access to the town copiers and general support from our liaisons, Acton Selectman, Trey Shupert and Boxborough Selectman, Simon Bunyard.

We were again this year, the proud recipients of a nearly \$4,000 "in kind donation" of graphic arts design services by Boxborough resident Mr. Matt Tyndall of Tyndall Design for our production of Sara Sweet Rabidoux's HOI POLLOI Dance Performance in April 2002.

ABCC continues to be pro-active in our search for alternative funding sources:

- ABCC applied in the fall of 2002 to the Massachusetts Cultural Council – FY '03 Matching Incentive Program.
- The Commonwealth of Massachusetts' drastic budget cuts resulted in the elimination of the MIP for FY '03 and we were unable to leverage our \$6,000 from Acton and Boxborough into additional funds for the arts.
- ABCC applied for and was awarded a \$750 grant from NEFA (New England Foundation for the Arts) for our April 6, 2002 Hoi Polloi Performance.

The funding given by both of the towns and the community donations to the AB Cultural Council during 2002 have funded:

- Sarah Sweet Rabidoux – HOI POLLOI Dance performance – Acton, April 2002: Family performance at ABRHS was well attended and very well received by about 250 residents from Acton, Boxborough & our neighboring communities. (\$4,500)
- Chris Baird Brass Quartet - OktoberFest – Acton, October 2002 (cost \$600)
- Historical Perspectives – Helen Keller – Boxborough, March 2002 (cost \$385)
- Brian Hanlon – Irish Music – Boxborough, March 2002 (cost \$400)
- Yankee Stompers - Boxborough Grange Fair, September 2002 (cost \$200)

The remaining FY '02 and FY '03 Acton Town funds will be used to support our May 2003 "5 O'Clock Shadow" performances at the RJ Grey Junior High School. The remaining FY '03 Boxborough Town funds and some of our ABCC joint funds will be used for an evening of jazz with Semenya McCord in the Fall of '03.

Each fall, the ABCC is required to distribute our annual MCC allocation through a Grant Process.

The Massachusetts FY '02 Budget was not finalized until after the ABCC grant cycle was initiated. We included in our FY '02 Grant Cycle our rollover from previous grant cycles of \$2,363.93 and the MCC's FY '02 allocation of \$9,860 (grant allocation), \$3,950 (Matching Incentive), which were announced too late for us to include them into the 2001 Annual Town Reports. For the FY '02 cycle we withheld 5% of the MCC allocation and 5% of the

Matching Incentive money for administrative expenses. For our FY '03 cycle we rolled over from the previous grant cycle \$665 and did not withhold any of our \$4,440 FY '03 MCC allocation for administrative expenses.

**We are including both the FY '02 and FY '03 Grant Awards Lists in this Annual Report.**

**FY '02 Acton-Boxborough Cultural Council Approved Grants**

Acton Community Chorus, Inc.: for a music project	\$1,500
Acton Memorial Library: for a literature performance in a school	\$500
Acton Memorial Library: for a visual arts performance	\$200
Blanchard Memorial School PTF: for a storytelling performance in a school	\$500
Blanchard Memorial School PTF: for a music residency in a school	\$500
Boxborough/Acton Family Network: for a multidisciplinary performance	\$400
Colonial Spirit Sweet Adeline Chorus: for music instruction	\$1,150
Community Partnership for Children-Acton: for a literature project or activity	\$700
Luther Conant Elementary School: for a literature performance in a school	\$700
The Concord Orchestra, Inc.: for a music performance	\$500
DeCordova Museum and Sculpture Park: for a multidisciplinary fair or festival	\$250
The Discovery Museums: for a multidisciplinary project or activity	\$765
Denise Doucette: for a music performance	\$350
Fitchburg Art Museum: for a multidisciplinary exhibition	\$150
Fruitlands Museums, Inc.: for a multidisciplinary project	\$250
Gates School PTO: for a literature residency in a school	\$800
Richard L. Hamelin: for crafts instruction	\$375
Hands-On Art Museum: for a visual arts exhibition	\$300
Harvard Pro Musica: for a music performance	\$500
Merriam School: for a music performance in a school	\$675
Merriam School: for a storytelling performance in a school	\$350
Nashoba Valley Chorale: for a music performance	\$500
Project Concern: for a dance performance in a school	\$300
Rebecca Rice: for a community dance performance	\$1,903
John Root: for a music performance in a school	\$800
Albert J. Sargent Memorial Library: for a theater performance	\$330
Albert J. Sargent Memorial Library: for visual arts ticket subsidies	\$135
Three Apples Storytelling Festival: for a storytelling fair or festival	\$100
<b>Total Approved Grant Amount for Acton-Boxborough Cultural Council</b>	<b>\$15,483</b>

***FY '03 Acton-Boxborough Cultural Council Approved Grants:***

Many well-qualified applicants were turned down due to lack of available funding.

Project Concern: Project Concern @ RJ Grey JHS	\$300
Merriam School: Semenya McCord	\$450
Linda Potter & Susan Williams: Dramatic/Theatrical Workbook	\$500
Douglas & Conant Schools: Ethnotech performance	\$520
Community Partnership/Discovery Museum: Family Literacy Evening	\$350
Acton Community Chorus: Hire Artist instructors	\$200
Discovery Museum/Acton Memorial Library: City Stage Perf – Free Performance	\$100
Sargent Memorial Library: Roger Tincknell Free Performance	\$400
Community Ballet: Performance	\$500
Friends of Pine Hawk: Purchase display materials	\$500
John O'Neil: Acton/Boxborough & Concord COA Perf	\$600
Gates Schools Pass application - 4th grade to Musueum Fine Arts	\$300
3 Apples Storytelling Festival: 3 Apples Story Festival	\$75
Fruitlands Museum: Family Days	\$200



Decordova Art Museum: Decordova Art in Park

\$100

**Total Approved Grant Amount for Acton-Boxborough Cultural Council**

**\$5,095**

We welcome feedback and suggestions from the community through surveys and word of mouth. We will be hosting a community input meeting and grant writing workshop in spring or fall of 2003; however, we encourage your calls at anytime.

The ABCC has come a long way from just administering an annual grant cycle for the Massachusetts Cultural Council. We actively seek alternative funding and are acting as presenters for community arts events. We are a committee of ten members appointed by the selectmen of each community, but functioning as a single entity. Our goal is to increase our effectiveness as Art Advocates by supporting, promoting, organizing and presenting arts and artists in our communities.

The Arts are Essential.

**2002 Acton Boxborough Cultural Council Members**

Jean Butler, chairperson	Acton
Nancy Caplan	Acton
Michele Holland	Acton
Diane Hoff	Boxborough
Susan Page	Boxborough
Noreen Rowe, secretary	Acton
Mitzi Weil, treasurer	Boxborough

Frann Addison	Acton -- retired 7/1/02
Janet Tyndall	Boxborough -- retired 7/1/02
Susan Wiberg	Acton -- retired 1/1/03

**PUBLIC CELEBRATION COMMITTEE**

The Public Celebration Committee, in conjunction with other groups within the Town, coordinates public activities and celebrations for the citizens of the Town and engages in various projects to preserve the nature and heritage of Boxborough.

Memorial Day was celebrated with the traditional parade. The route took marchers along Hill Road to the North Cemetery, down Middle Road to the War Memorials at Town Hall and down Stow Road ending at South Cemetery. At each cemetery stop the names of deceased veterans were read and remarks made. At North Cemetery, Father Edmund Parker of St. Elizabeth's Church delivered the invocation. State Senator Pam Resor reflected on the meaning of Memorial Day. At Town Hall, Reverend Rand Peabody, pastor of the Boxborough UCC Church, delivered the invocation. Selectmen and veteran Dave Birt delivered remarks on the meaning of Memorial Day. Ms. Tina Kahn delivered remarks at South Cemetery.

Marchers included the speakers, veterans, State Senator Pam Resor, Boxborough Selectmen, Boxborough Minutemen, the Blanchard Band directed by Linda Potter, the Acton-Boxborough R.J.Grey Junior High School Band directed by Mark Hickey, Fire Department, and Scouts.

Fifer's Fair, held in June, is a collaborative effort of the Celebrations Committee, the Boxborough Minuteman and the Recreation Commission. The parade from Blanchard School to Flerra Field featured many of the same participants as the Memorial Day parade plus Minuteman units from other towns, floats and bicycles. It was led by

Grand Marshal Ron Vogel. The Golden Fife Award was given to Dorris Hilberg in recognition of her long and faithful service to numerous civic organizations of the Town.

The holiday tree lighting ceremony was held on Saturday afternoon, December 7 at the corner of Middle and Hill Roads. All enjoyed the tree lighting and refreshments, provided by the Celebrations Committee and the "Boxborough bakers," on the Sargent Library front lawn afterwards. Linda Wheeler, a long-time teacher at the Blanchard School, lit the holiday tree. Linda Potter and members of the Blanchard School Chorus led the singing and Chris Baird, Ces Garde and the Blanchard School Brass Ensemble provided the music. Thanks to the Library Trustees for the use of the Library, the Highway Department for putting lights on the tree, and the Boxborough Firefighters for providing alternate transportation for Santa Claus.

We are especially gratified at the number of new residents of the Town who are joining us at these celebrations. Joining together in these "small town" events is part of what makes Boxborough a great place to live!

We would like to take this opportunity to thank the Town Hall staff, Police Department, Fire Department, Highway Department, Cemetery Department, Blanchard School and the Acton-Boxborough Regional Schools for their continued super support at our events.

## **RECREATION COMMISSION**

The Recreation Commission is responsible for development and implementation of recreational programs for the citizens of the Town of Boxborough. It is also responsible for the management of recreational activities at Flerra Meadows fields. Members of the Commission are: Kevin Lehner, Mike Murphy, Chris Noble, Susan Reuther, Victor Tremblay and Todd Webber. The Commission sponsors programs during the winter, spring and summer months for the youth of Boxborough. The winter program includes kids' games, soccer, basketball and gymnastics. These programs emphasize basic fundamentals and fun associated with participation in youth sports activities. A summer playground program is available for town elementary school age children.

To further contribute to the community, the Commission attempts to employ residents of the Town to conduct the programs. Information concerning enrollments in the program is distributed through the elementary school and Town Hall.

### **Winter Recreation Program (Saturday)**

Each year the Recreation Commission conducts a Saturday recreation program for approximately ten weeks during January, February and March. The program is available to Boxborough children of kindergarten through elementary school age. Residents need not attend the Blanchard School to participate in the program. The program offers basketball, soccer and a combination "all-sports" program. The program is conducted at the Blanchard School Gymnasium. Tom Sandock directed this year's program and there were approximately **75** registrants for all sessions.

### **Gymnastics**

The Gymnastics program runs for approximately ten weeks during January, February and March. The program is available to all Boxborough children kindergarten through second grade. Residents need not attend Blanchard School to participate in the program. The program offers elementary gymnastics instruction on mats, beam and parallel bars. The program is conducted at the Blanchard School Gymnasium on a weekday afternoon. Darla Linn and Kristin Sandock directed this year's program and there were approximately 24 participants.

### **Soccer**

The Soccer program runs for approximately six weeks during March thru April. The program is available to all Boxborough children first through third grade. Residents need not attend Blanchard School to participate in the

program. The program offers instructional and fun drills that allow the children to learn some of the fundamental skills and techniques for playing soccer. The program is conducted at the Blanchard School Gymnasium on Sunday afternoon. Agostino Abbate directed this year's program and there were approximately 56 participants.

### **K – 6<sup>th</sup> Grade Summer Playground**

A summer playground program is available to children in grades K through 6. The program consists of well-supervised games, sports and creative activities. It is held mornings during the month of July and utilizes the grounds at Flerra Field. Teachers from Blanchard have run the popular program for the past three years with many local high school and college students helping as counselors. Melissa Sinclair & Lori Morse directed this summer's program. There were over 274 registrants for the two sessions.

### **Fifer's Day**

The Commission continued its tradition of sponsoring children's activities at the annual Fifer's Day celebration. The children are divided into appropriate age groups and compete in a range of activities, including a fun run, a three-legged race, and an egg toss and potato sack race. All children are recognized for their individual efforts and achievements with ribbons.

### **Adult Basketball**

The Commission sponsors an adult basketball program. The program is held at the Blanchard School gymnasium during a weekday night and is open to all adult residents of the Town.

### **Winter Basketball Skills Drills**

The Commission sponsored a basketball skills drills program. The program is held at the Blanchard School gymnasium during a weekday night and runs for 6 weeks in Nov/Dec. It is open to all girls and boys in grades 3-6 that are interested in learning or improving their basketball skills. Scott Apgar ran this program for us this year. The program was attended by roughly 77 kids.

### **Winter Basketball Skills Drills Jumpstart**

The Commission sponsored a basketball skills drills jumpstart program. The program is held at the Blanchard School. It is open to all girls and boys in the 1<sup>st</sup> and 2<sup>nd</sup> grades that are interested in learning the beginning basics of basketball. This is a parent/child program. It runs on Saturday afternoons from 1:00 – 2:30. Stephen Vicik ran this program. The program was attended by 17 children with a parent.

### **Winterfest**

The sixth annual Winter Fest was held at Steele Farm in January. The festival included demonstrations of wild animals presented by Drumlin Farms, bonfire, and music. Local town groups participated in a Bake Sale and the selling of refreshments. Dell Smart delighted us with music for the afternoon. We hope to see this activity grow in the future and have more town organizations participate in celebrating the winter season and the Steele Farm property.

### **Regional Pool And Gym Facility**

The Acton Boxborough Regional High School pool and gym facilities are available to residents of Boxborough for their recreational use. The Acton Boxborough Community Education program sponsors swimming lessons in the summer and both winter and summer swim teams. For more information on these Programs, residents should contact the Community Education Office (978-266-2525).

### **First Aid & CPR**

The Commission sponsored the training of the directors of the Winter and Summer Programs in First Aid and CPR by the Fire Department. We also offered this course to residents of Boxborough and Acton. We certified 12 people in CPR and 8 people in First Aid for year 2002. This program will be scheduled again for the Spring of 2003. First Aid kits were supplied to the directors of the Winter programs. The Commission will restock the kits for the

directors of the Summer programs 2003. We hope to continue this activity working with the Fire Department to offer these programs to all Boxborough and Acton residents in 2003.

### **Future Plans**

There is a critical shortage of recreational land available and we are currently working with other town organizations to finalize plans for developing recreation fields. The Hetz property was purchased in 1999 with the intent to develop it for recreation fields. It is now called Liberty Fields and we will be playing soccer and baseball on these fields come Fall of 2003. Cisco recreation fields will come on line in the summer of 2003.

## **SARGENT MEMORIAL LIBRARY**

### **Library Building Project**

In March 2002, the Library Trustees received approval for the Construction Grant from the Massachusetts Board of Library Commissioners. The Designer Selection Committee re-convened and the architectural firm of J. Stewart Roberts and Associates was hired for the Design and Construction phase of the Project.

Members of the Library Building Committee have met frequently since that time, bringing the project to a reality. They have visited many libraries around the state, to learn from their experiences and to examine building and design ideas. The Committee has thoroughly discussed all aspects of the design, from ceiling tiles to basement access. The Project has received all the appropriate approvals from the Planning Board, Zoning Board of Appeals and the Conservation Commission. Many thanks to the members of this committee, who have devoted hundreds of hours to this project: Simon Bunyard, Tim Rudolph, Gary Kushner, Greg Turner, Anna Merrington, Pat Fallon, Liz Markiewicz, Jane Soule, Judy Reiter, Karyn Kealty, Shirley Warren, Elaine Garabedian and Maureen Strapko. Construction documents and specifications have been prepared and the library project will go out to bid during the first quarter of 2003 with occupancy planned for fall 2004.

Janet Glidden and Greg Ross  
Library Building Committee Co-chairs

### **Change in hours**

In response to frequent requests from the public, the library hours were changed. The library is now open: M & W 10-5, T & Th. 10-8, and Sat.10-2.

### **Summer Reading Program**

We had record breaking attendance at the annual summer reading program. Library staff visited Blanchard Memorial to enroll students. This year's theme was "A Star Spangled Summer at Your Library." The festivities included an outdoor picnic with storyteller, special craft events, weekly storytime and craft sessions, 16mm movies, a Harry Potter Trivia party, and an End of Summer Reading Ice Cream Social, sponsored by the Friends of the Library and Blanchard Memorial School.

### **Mass Foundation for the Humanities Grant**

The library was among twenty-seven libraries across the Commonwealth selected by the Massachusetts Foundation for the Humanities for a statewide reading and discussion program. The program "Ends of Civilization: Taking Stock in the New Millennium," consisted of five sessions held two weeks apart from February through April. The timely five-part program examined the status of politics and government, science, education, the environment, and social relations in America. Each session started with a brief presentation by a specially trained humanities scholar, teacher, or writer who then led the discussion. The scholars were drawn from Massachusetts colleges and other cultural institutions. Books were provided by the Humanities foundation and loaned to registered participants through the library. The programs were very well attended and everyone enjoyed the discussions.

**Network Changes**

The library became a circulating member of the C/W MARS network this year. Patrons were issued library cards for the first time. With their library card patrons can now access the online catalog at [www.cwmars.org](http://www.cwmars.org), check their record, renew library materials and request library materials from the holdings of over 150 member libraries. Patrons can also access several reference databases including InfoTrac, NovellList, Grove's Dictionary of Art, Newsbank, Access Science, and Net Library. The library also provides Internet access.

**Book Club**

The Library Book Club continues to meet the second Monday of each month from September through June. New members are always welcome.

**Library Collection**

The Library added DVD's to the A/V collection this year. This popular addition to our collection will continue to grow. We are also expanding both the adult and children's audio book collection and making improvements and additions to the book collection.

**Friends of the Library**

The Friends of the Library meet regularly and provide support for various Library activities. The Friends organize an annual book sale to raise funds for the Library. They also provide the Library with resources for programming, Summer Reading activities, refreshments for programs, museum passes, Ice Cream Social, and support many other activities. Everyone is welcome to join the Friends of the Library. It is a great way to support your town. For more information about the Friends, pick up a brochure at the Library or call Pat Fallon at (978) 264-0069.

## **BLANCHARD MEMORIAL SCHOOL**

The school year has been very productive in terms of student achievement and teaching quality. Our staff has been very much invested in quality programs of professional development and all of our curriculum development efforts created during summer institute work have yielded wonderfully creative and effective units of study. Our students continue to be described as "high performing" in all areas of state testing and their day-to-day performance, by all measures, is outstanding.

Programmatically, we successfully initiated an integrated preschool program that among its many assets consists of a highly talented teaching and support staff. Our support programs for reading and mathematics continue to provide small group, intensive assistance for nominated students. Our information technology specialist, Martha Wells, has developed a very positive instructional influence in almost every grade level. Students and teachers are incorporating technology in nearly every area of our successful program. Blanchard is lucky to have so many gifted, highly-committed professionals supporting student learning.

In terms of facility, our new septic system is on line and utilizes a state-of-the-art Bio-Clear nitrate filtration system. Our new leech field located on the Hager property is operating. We continue to struggle with our resident beaver population who create daily havoc on our pond's water level control systems. We are establishing a population control plan that will soon be implemented. As problematic as the issue continues to be, we have to admire the animals' work ethic and persistence.

The following sections of this report were submitted by the talented individuals who have responsibility for many components of our educational program. In conclusion, I want to express my thanks and admiration to my wonderful Leadership Team. Samuel Slarskey, Assistant Principal; Sandra Daigneault, Special Education Director; Mark Graziano, Business Manager; and Kathy Bower, Executive Secretary provide effective administrative leadership, and I could not dream of a Blanchard community without their help and guidance. I also must express my thanks to our hard working School Committee. Rebecca Neville, John Fallon, Elizabeth Markiewicz, Carol

Geist, and Raid Suleiman are thoroughly committed to Blanchard's Prekindergarten to Grade 6 students. The committee is truly representative of the high level of priority our town expresses in many ways for the children of Boxborough.

### **Grants**

(Submitted by Mark Graziano, Business Manager)

The School Department continues to apply for and manage a range of state and federal grants. These FY03 grants include: Special Education Entitlement (\$68,851), Early Childhood-Special Education Allocation (\$6,138), Early Childhood IEP (\$3,000), Early Childhood Mental Health (\$4,000), Special Education Supporting Access to the Curriculum (\$7,500). Other federal grants include: Title V (\$1,148), Teacher Quality (\$8,551), Title I (\$8,628), Enhanced Education Through Technology (\$373), Class Size Reduction (\$4,580).

### **Library**

(Submitted by Melissa Sinclair, School Librarian)

Every student who attends the Blanchard Memorial School has access to the library media center. Students use the facility to find books to read for both pleasure and information. The center is also used as a place where patrons can bring the vast world around them to their fingertips by going online, reading magazines, and practicing research skills. The facility is designed to try and meet the very diverse needs of the broad age and interest range found at Blanchard School. A cozy story area can be utilized for young students to hear a favorite tale while at the same time several older students can design spreadsheets at the center's cluster of computers.

At the present time the library has close to 10,000 titles. According to the Massachusetts Department of Education a school of Blanchard's size should have approximately 14,000 titles. The library staff is working hard to meet this goal by ordering new titles as well as weeding old. New titles are considered for purchase based on a number of criteria. These include, but are not limited to, support of standards based curriculum, student interest, award winners, and teacher requests. We also received a number of books this year from the Acton-Boxborough Adoption Awareness Consortium to help our students understand and celebrate the wonderful diversity found in the families in our community.

All the new books we receive are processed and easily entered into our automated Winnebago system. The Winnebago system was updated at the start of this school year and we are now using one of the latest versions of the program. This update has made student searching more efficient and has aided staff in finding appropriate curriculum materials more quickly.

The library staff is creating a comprehensive scope and sequence for the information literacy program at the Blanchard School. The skills taught for each grade are based on the Massachusetts State Frameworks. These frameworks establish standards for students at different grade levels. In order to be sure that students are meeting the standards in different curriculum areas including technology, both the library staff and the technology department reviewed the state technology standards. After this careful examination, a new technology curriculum was created for sixth grade students. Some of the skills being taught are word processing, spreadsheets, and PowerPoint.

The library staff has worked hard to make the facility as user friendly as possible. The accomplishment of this goal has taken many forms. It began with a complete restructuring of the physical space. Most of the collection was moved around as to better meet the patrons' needs. Special sections were also created. These include an easy reader nonfiction area and a young adult section for our sixth grade students. Other additions to the collection are the books on tape and the independent monthly challenges available for extra work. The results of these efforts have made the Blanchard Memorial School Library a place that encourages its patrons to strive for the best!

In closing, the library staff would like to thank the volunteers for their tireless efforts and the faculty and administration for their support. We would also like to thank the Boxborough community, which continues to recognize and provide the resources that are helping to make the Blanchard Memorial School Library Media Center the heart of a world-class school.

### **The Massachusetts Comprehensive Assessment System** (Submitted by Samuel Slarskey, Assistant Principal)

The Massachusetts Comprehensive Assessment System (MCAS) continues to be a key component of the Commonwealth of Massachusetts Department of Education initiative to establish educational standards for Massachusetts' students. For the academic year 2002-2003, we have seen some stability in the format of the Department of Education Curriculum Frameworks and MCAS testing design. That is, schedules of testing and statewide Curriculum Framework Standards have held constant over a two-year window of time, in all areas except Social Studies. This relative stability gives us our first opportunity to begin to develop a year-to-year comparative analysis of grade level and individual student progress. In Boxborough, we have experienced variability in some of our yearly scores, but the scores tend to be within the performance range expected, given our high level of past success and the volatility presented by a relatively small student population. Students are generally scoring well.

In 2001, the Department of Education issued newly revised Curriculum Frameworks for English and Language Arts, as well as Science and Technology. The staff of Blanchard Memorial School has spent a substantial amount of committee time, during the 2001-2003 academic cycles, addressing issues of curriculum alignment and instructional practices. At the same time, the Department of Education has taken time to align the MCAS tests to the newer standards. The 2002 test results provided to the Blanchard Memorial School staff have been shared with parents and have been used by our curriculum committees to better understand areas of student success and challenge.

Below are listed a sample of overall Blanchard Memorial School scores. It is important to note that parents and teachers are provided much more detail, related to grade level and individual student scores, in a variety of skill and content topics and subtopics.

- 87% of our Grade 3 students scored in the Proficient ranges for Reading proficiency, while 0% was in the Warning range. The state-wide scores were 67% and 6%. (Note: This test does not designate an Advanced rating.)
- 73% of our Grade 4 students scored in the Proficient/Advanced ranges for Language Arts, while 3% were in the Warning range. The statewide scores were 54% and 10%.
- 73% of our Grade 4 students scored in the Proficient/Advanced ranges for mathematics proficiency, while 5% were in the Warning range. The statewide scores were 39% and 19%.
- 85% of our Grade 6 students scored in the Proficient/Advanced ranges of mathematics, while 5% were in the Warning range. The statewide scores were 41% and 30%.

In Boxborough, the review of MCAS test scores is seen as one of many ways to assess student progress and the success of our educational program. We have taken a systematic, cautious and disciplined approach to curriculum alignment and student instruction for the MCAS. We align to state Frameworks when the philosophy and expectations set in Boxborough are a good match to the Department of Education standards. We provide both the knowledge and skills students need to be successful with standardized testing, but do not change the curriculum just to meet the characteristics of the MCAS. This reasoned approach is afforded to us because of an outstanding staff with a history of educational success, a supportive community, and children who respond positively to the quality education that the community of Boxborough is both willing to support and expects.

**Parents, Teachers And Friends (PTF)**  
(Submitted by Susan Spencer, President)

The Blanchard PTF is a volunteer organization comprised of Parents, Teachers, and Friends, whose goal is to provide programs and materials that enhance the educational, cultural, and social experiences of the children at the Blanchard Memorial School. The PTF also serves as a liaison between the home, school, and community and accomplishes this by maintaining open and consistent communication between the PTF, and the Superintendent/Principal, the Leadership Team, and the teachers and staff at the Blanchard Memorial School. This serves to achieve a cooperative educational effort by all involved.

The Blanchard PTF is a non-profit organization with all revenue generated by fundraising and donations going to support a comprehensive array of enrichment programs and materials used in every grade level throughout the school. The Blanchard PTF funds a variety of enrichment opportunities including Science, Art, Music and Technology. In addition, the PTF contributes financial support to the PTF Grants Program, to Library resources, and to professional development of the Blanchard Staff.

The Blanchard PTF Grants program, which was established in 2000, awards grants in response to written proposals submitted by Blanchard parents, teachers, or any friends of the Blanchard community. Grant proposals are submitted three times during the school year and can be for any educational purpose, such as classroom enrichment activities (as opposed to core curriculum that is funded by state and local resources), special equipment or supplies not funded by the school operating budget, or professional development. Each year, a Grants Review Committee is elected and is comprised of Blanchard Teachers, parents, and members of the PTF Steering Committee. This committee meets to review all grant proposals and issues written responses to all applicants within thirty days of the three grant proposal deadlines. During the 2001-2002 school year, the PTF Grants program awarded nineteen grants for a total of \$13,265. Among the grants awarded were a Living History Performance for grade 3, digital cameras for each grade level, and instructional materials and a testing device for a grade 6 unit on structures.

The Blanchard PTF, led by an elected steering committee, holds regularly-scheduled general meetings throughout the school year. There is no membership fee and all Blanchard parents, teachers and friends in the Boxborough community are welcome and encouraged to attend. The purpose of these meetings is to provide participants with the opportunity to exchange and share ideas and concerns with the Superintendent/Principal, other members of the Blanchard Leadership Team, and various staff members. At each meeting, the PTF budget is reviewed and discussed. A vote is taken, when necessary, to allocate PTF funds for specific requests. Upcoming social events and PTF sponsored programs are also discussed, as well as other pertinent PTF business. In addition, various guest speakers are invited to address the participants and may present information on a variety of topics including existing or new academic programs, the MCAS exams, the school budget and others.

The Blanchard PTF continues to recognize the importance of supporting community endeavors by sponsoring social events which provide a safe and fun environment for Blanchard families and friends to enjoy. Among these events are the annual Pumpkin Walk, Bingo Night, and Blanchard Night at the Worcester Ice Cats. In addition, the PTF sponsors a Seniors Luncheon each fall, providing Boxborough's senior citizens with a delicious meal prepared by Blanchard families as well as a musical performance by one of Blanchard's many instrumental or vocal performance groups. The PTF also sponsors the annual Teacher and Staff Appreciation Luncheon, at which time all Blanchard families take part in preparing a luncheon to express their thanks and appreciation for all that the staff and teachers do for the children and families of the Blanchard Memorial School. Each month, the PTF publishes a newsletter, The Blanchard Bits, which serves to enhance communication between school and home. This publication, which contains information regarding school programs, important school news, upcoming events and town-wide notices, features articles contributed by the Superintendent/Principal, various members of the Blanchard staff, the PTF, and various community groups. In addition, each year, the Blanchard PTF presents scholarships to Blanchard Alumni students who graduate from the Acton-Boxborough Regional High School, and who have volunteered their services in an effort to contribute to the Boxborough community.



The Blanchard PTF continues to seek opportunities to increase its support of the educational experience of the students at the Blanchard Memorial School, through its continued fundraising efforts. The PTF hopes to encourage greater participation by the Blanchard and Boxborough communities to continue to support the many programs that it sponsors.

### **Parent Volunteer Program**

(Submitted by Kristen Hilberg)

We have an extremely strong parent volunteer program in place at Blanchard Memorial School. This program offers the community an opportunity to support the school system as well as provide the chance to be more actively involved in the education of our children. It is important to note that the Academic Volunteer Program is distinct from the Parents, Teachers and Friends (PTF) organization. Our mission is to fill and support all academically-related needs the school may have. The volunteer coordinators set the program in place at the beginning of each school year, working closely with faculty and staff to identify areas of need within the Blanchard curriculum. Then, they survey the entire parent population and match areas of interest with volunteer opportunities.

One of our major goals is to involve a broad cross-section of adults in the program including mothers and fathers as well as interested family members or friends. There are varied opportunities to assist both before and after school as well as during school hours. There are also tasks which may be completed from home. We look for a broad range of skills and talents in order to ensure that our academic programs remain vital and continue to grow.

Many additional opportunities exist within the school community, and we encourage everyone to consider volunteering in areas other than in the classroom. This provides an ideal way to get to know the faculty and staff as well as the student population. These areas include but are not limited to the science lab, library, health office, technology and the art room. In addition, volunteers provide support in the form of material creation and clerical assistance for support staff such as the occupational therapist and guidance counselor. We are confident that our volunteer program allows our teachers and staff to focus more of their time and energy on developing and implementing an enriched curriculum, and is one of the reasons for Blanchard Memorial School's excellence. If you are interested in volunteering at Blanchard, please contact the school office.

### **Professional Development**

(Submitted by Samuel Slarskey, Assistant Principal)

Professional Development is one of the most important commitments a school system can make to enrich the educational opportunities for students. This ongoing opportunity is a tradition at Blanchard Memorial School and an obligation audited by the Department of Education through their clearly described financial and time expectations. In Boxborough, it is expressed in our monthly early release Professional Development days, budgeted support for graduate courses, workshops, summer institutes, professional reading materials and the personal commitments made by our staff. These fiscal and time commitments result in a better education for our students. Examples of these improvements are found in the adoption of new materials, best practices in classroom instruction and innovative uses of new technology.

The 2002-2003 academic goals for the Blanchard Memorial School staff included the ongoing goal of the application and evaluation of differentiated instruction theory, with the new goals of increased awareness of Standards Based Education and the review and revision of assessment practices.

With this in mind, an on-site graduate level course was offered through the 2002-2003 academic year. This course was provided during the Professional Development release times and extended sessions held outside of school hours. Teacher attendance and involvement, in this and other graduate level courses, has been outstanding. The course, *Instruction for All Students*, focused on Standards Based Instruction and the application of best practices to achieve the highest standards for students and teachers. The course included topics such as: achieving clearly articulated standards and objectives, engaging all students in the learning process, the use of data in

assessment/instructional decisions, and collaboration with colleagues and parents. This course will naturally lead to a series of study groups and study group topics for professional development for 2003-2004.

Standing curriculum committees continue to meet to achieve goal-based expectations in the areas of math, science, and language arts. Also, 2002-2003 was the pilot year for a revised Grade 1-6 report card. We look forward to seeing the implementation of changes rising from the on-site graduate course, various committee sessions and our continuing curriculum alignment.

### **School Council**

(Submitted by Richard A. Bergeron, Superintendent/Principal)

The Blanchard School Council is a representative group that meets regularly to advise the superintendent/principal in areas of budget, educational program, handbook revisions, educational goals and professional development. The council creates our annual School Improvement Plan submitted for approval by the School Committee.

The School Council is established pursuant to Massachusetts General Laws, Chapter 71, Section 59C of Section 53. Members of the council represent varied constituencies including the Parent, Teachers, and Friends (PTF) organization, the faculty, local town boards, and the community at large. Members include:

Richard A. Bergeron, Superintendent/Principal  
Susan Ervais-Bohmiller, Parent Representative  
Eileen Kassower, Parent Representative  
Kim Kembel, Parent Representative  
Libby Reichlen, Parent Representative  
Martha Wells, Faculty Representative  
Karen Reaves, Faculty Representative  
Eileen Barnett, Faculty Representative  
Kristin Hilberg, Town Board Representative  
Rosemary Vickery, Community Representative  
Elizabeth West, Community Representative

### **Special Education**

(Submitted by Sandra Daigneault, Director of Special Education)

The Boxborough Public School Department provides for the needs of students with identified disabilities from age three through sixth grade. In 2002, approximately ten percent of the school age population received special education services. The professional staff consists of special educators, speech/language therapists, a guidance counselor, a school psychologist, an occupational therapist, and a physical therapist. These teachers and therapists conducted screenings and evaluations, counseled with teachers and parents, and provided specially designed instruction to students. Services were provided both in general education classrooms and in special education settings. Additionally, there were nine special education aides who supported children with special needs in general education classrooms to facilitate their successful participation.

Students are determined eligible for special education if they have an identifiable disability, are unable to progress satisfactorily in general education because of this disability, and require specially designed instruction and/or related services. Each eligible student has an IEP, or Individualized Education Program. This document is developed by a Team, including the student's parents, classroom teacher(s) and special educators. It outlines the student's strengths and needs, effects of the disability, necessary accommodations, and specially designed instruction, current performance levels, measurable annual goals and objectives, necessary services, and participation in MCAS.

All students with special needs must participate in MCAS. The majority of these students take the grade appropriate MCAS test(s) with accommodations outlined in their IEP's. A small number of students with special needs take the MCAS without any accommodations, and a very few students participate in an alternate portfolio assessment.

We are delighted to announce that the Blanchard Integrated Preschool opened for the 2002-03 school year! This program is housed at Blanchard Memorial School and served approximately twelve children with and without special needs, ages three and four. A special educator, two aides, and therapists were hired to facilitate the cognitive, language, motor, and social-emotional development of all students through developmentally appropriate activities and practices. The program is a wonderful addition to the Blanchard community!

### **Technology**

(Submitted by Gail Neuman, Network Coordinator and  
Martha Wells, Instructional Technology Specialist)

We hired our Instructional Technology Specialist, Martha Wells. She started shortly after the New Year, and we immediately began seeing an increased use of the computers in the classrooms. This steady increase continued throughout the year as more teachers starting making use of Martha and her expertise. Starting in the fall, Martha, working with our librarian, Melissa Sinclair, has completed some very interesting projects with the sixth grade classes, such as the Oreo Online Project and the USA Quilt Project. Martha also has taken over running the Computer Club, and it has taken some new and very interesting directions.

Having an Instructional Technology Specialist has allowed for greater technology-related staff development opportunities. Tech Tuesdays and self-guided Professional Development training packets are now available for all the Blanchard staff. Tech Tuesday workshops are offered before and after school and provide technology curriculum integration ideas and training. The self-guided packets are provided monthly and are designed to enhance personal productivity using the computer, using programs such as Word or Excel.

The Library is still the computer center it was last year, with the largest cluster of computers in the building. Quite often, you'll see staff members and 5<sup>th</sup> or 6<sup>th</sup> graders using the computers in the Library to complete their work. In the fall, Gail Neuman made use of the computer cluster in the Library to teach a computer course for Boxborough's senior citizens.

Our 2002-2003 budget allowed us to replace thirty-three (33) five-year old Gateway P-133 computers. The P-133's that were still operational were placed in less critical areas of the building to serve as extra computers where needed. Our classroom configuration is now five or more student computers in the 4<sup>th</sup> through 6<sup>th</sup> grade classrooms, four computers in 3<sup>rd</sup> grade classrooms, and two or more computers in the primary classrooms including Kindergarten and the new Integrated Preschool. Both Learning Centers also have two or more student computers.

In September 2002, we started hosting our own email server with First Class being our program of choice. First Class is not only an email program, but it is also a groupware product that fosters communication within various Conferences we have set up for committees and grade level teams.

Many people in the Boxborough community have volunteered their time and have helped us with the technology in the school. We appreciate all their assistance. The people listed below have also helped by serving on the Technology Council which meets every other month.

Eileen Barnett, Faculty Representative  
Greg Bosworth, BITcom Representative  
Jim Dowrey  
Kevin Flanagan

Michael Hoff  
 Janet LaVigne, Faculty Representative  
 Gail Neuman, Technology Director  
 Raid Suleiman, School Committee Representative  
 Paul Oka  
 Tom Ruether  
 Martha Wells, Instructional Technology Specialist  
 Michael Wynne  
 Marilyn Wylie

**Blanchard Memorial School Staff**

<b>Name</b>	<b>Position</b>	<b>Date of First Appt</b>	<b>Educational Background</b>
Bergeron, Richard	Superintendent/Principal	08/90	Lowell State College, B.S. Fitchburg State College, M.Ed University of Massachusetts, C.A.G.S. Boston College, Doctoral Program
Barnett, Eileen	Art	09/99	Southern Conn. State College, B.S.
Baron, Sandra	Learning Center	09/00	Fitchburg State, B.S.
Boudreau, Carol	Kindergarten	09/97	Worcester State College, B.S.
Callahan, Margaret	Music/Chorus	09/02	Central Michigan University, B.A.
Daigneault, Sandra	SpEd Director	09/80	Rhode Island College, B.A. Fitchburg State, M.Ed. Boston College, Doctoral Program
Daniel, Katherine	School Nurse	12/01	Westbrook College, Assoc. University of Lowell, B.A.
DeSantis, Judith	Home-School Counselor	10/78	Bridgewater State, B.A. Fitchburg State, M.Ed.
Dunn, Shannon	Grade 2	09/01	Skidmore, B.A. Simmons College, M.S.
Eppling, Susan	Occupational Therapist	09/00	Tufts University, M.OT Penn State, B.A.
Erhartic, Michael	Physical Education	01/74	Adelphia University, B.S. Fitchburg State, M.Ed. Boston University, Ed.D.
Faiella, Monica	Grade 4	09/02	Boston University, B.A. Simmons College, M.A.
Flaherty, Karen	Reading Support	09/98	University of Lowell, B.A.

<b>Name</b>	<b>Position</b>	<b>Date of First Appt</b>	<b>Educational Background</b>
Follett, Lawrence	Grade 4	10/93	University of Lowell, B.S. University of Lowell, M.A.
Furlan, Jeanie	ESL Support	09/02	UCLA, B.A. UCLA, M.A.
Gale, Stacy	Grade 5	09/02	Springfield College B.S. Springfield College M.S.
Garcia, Christine	Psychologist	09/02	University of Tampa, B.A. Tufts University, M.A.
Geran Julia	Grade 1	09/73	University of Vermont, B.S., Ed.
Goehring, Luanne	Reading Support	09/99	Univ. of MA-Lowell, B.S. Univ. of MA-Lowell, M.Ed
Grady, Lauren	Grade 4	09/00	University of Massachusetts, B.A. Lesley College, M.Ed.
Guilmette, Robert	Physical Education	09/99	Bridgewater State College, B.S.
Hettes, Dina	Grade 6	09/67	Univ. of CA., Los Angeles, B.A. Worcester State, M.Ed.
Hogan, Mary	Kindergarten	09/94	California State College, B.A.
Hosmer, Dian	Art	09/74	St. Olaf College, B.A.
House, Judith	Grade ½	09/97	Fitchburg State College, B.S.
Hulbert, Faith	Grade 3	11/85	St. Michael's, B.A.
Ingham, Marga	Resource Room	09/00	Providence College, B.A.
Iversen, Thomas	Speech/Language	09/01	Colgate University, B.A. Northeastern University, M.S.
Johnson, Tracey	Resource Room	09/02	Assumption College, B.A. Framingham College, M.A.
Kirwin, Eileen	Integrated Preschool	09/02	Fitchburg State College, B.S. Wheelock College, M.S.
LaVigne, Janet	Grade 6	09/00	Regis College, M.A. Merrimack College, B.A.
Lavin, Pamela	Speech/Language	09/93	University of Massachusetts, B.A. University of Massachusetts, M.A.

<b>Name</b>	<b>Position</b>	<b>Date of First Appt</b>	<b>Educational Background</b>
Luck, Phyllis	Grade 4	09/97	Fitchburg State College, B.S.
McMaster, Susan	Math Support	09/01	University of MA-Amherst, B.A. Lesley College, M.Ed.
McMillan, Katherine	Grade 6	09/02	Lesley College B.S. Lesley College M.Ed.
Murray, Ellen	Grade 6	09/00	University of New Hampshire, B.A. Anna Maria College, M.Ed.
Neuman, Gail	Technology Director	09/99	Hillsdale College, B.S.
Neuman, Jill	Grade 1	09/99	University of Maryland, B.S. Hofstra University, M.A.
Oviatt, Jean	Grade 4	09/01	Bates, B.A. Tufts University, M.S.
Pavlik, Mary	Grade 2	11/92	Lesley College, B.S.
Plunkett, Cynthia	Grade 1	09/83	Framingham State College, B.S.
Potter, Linda	Music/Band	09/96	Miami University of Ohio, B.A. Trenton State University, M.A.
Reaves, Karen	Grade 3	09/91	Boston College, B.A.
Ross, Carol	Grade 5	06/90	Jackson College, Tufts Univ, B.S. University of Lowell, M.Ed.
Sciola, Jane	Grade 3	09/71	University of Maine, B.S.
Schuhmacher, Rebecca	Grade 5	09/00	Framingham State, B.A.
Sinclair, Melissa	Librarian	09/01	Boston University, B.A. Cambridge College, M.A.
Slarskey, Samuel	Assistant Principal	09/74	Lowell State College B.S.Ed. Boston University, M.Ed.
Smirlock, Robin	SpEd Teacher	09/93	University of Hartford B.S. Lesley College, M.Ed.
Sperazzo, Mary	Grade 3	09/98	Fitchburg State College, B.S. Lesley College, M.Ed.

<b>Name</b>	<b>Position</b>	<b>Date of First Appt</b>	<b>Educational Background</b>
Sullivan, Ellen	Occupational Therapist	09/02	Fitchburg State College, B.A. Springfield State College, M.E.D.
Thoman, Elizabeth	Grade 2	09/01	Framingham State, B.A. University of Lowell, M.S.
Weisberg, Jennifer	Speech/Language	09/02	University of Massachusetts, B.A. Northeastern University, M.A.
Wells, Martha	Inst. Technology Spec.	01/02	Boston University, M.S. Northeastern University, M.S.
Wheeler, Linda	Grade 1/2	09/85	Framingham State College, B.S. Fitchburg State, M.Ed.
Whyte, Erin	Grade 5	09/00	Lasell College, B.A.

## **ACTON-BOXBOROUGH REGIONAL SCHOOLS**

### **Education Report**

As always, the 2001-2002 school year was jam-packed with activity. The district's building projects were the most significant area of change, but the district also inducted a large number of new faculty and undertook a wide range of projects in the realm of curriculum and instruction.

### **Building Projects**

#### ***R.J. Grey Junior High School***

At the junior high school, work progressed at a disappointingly slow pace throughout the school year. By the end of June, the remaining classroom wings and the auditorium had been opened for use, but throughout the building and around the building's exterior, a very lengthy punch-list of incomplete details remained to be addressed.

Disappointments notwithstanding, the new JHS facility – spacious, bright and cheerful, was rededicated in the fall of 2001. The communities are very proud of the beautiful building they have provided for their junior high students.

#### ***Acton-Boxborough Regional High School***

On May 15 the groundbreaking for the ABRHS Renovation and Expansion Project took place. Thanks were expressed to the members of the Building Committee: Lees Stuntz (Chair), Marie Altieri, Jo-Ann Berry, Bob Evans, John Fallon, Doré Hunter, Anne Kadlec, Carol Place, Mike Scanlon, Tony Victor and Duncan Wood; to the members of the Regional School Committee; to Acton/Boxborough Town officials and elected officers; to the architects at The Design Partnership of Cambridge (Dan Freeman and John Ciccolo); to Dick Amster and Gary Stirgwolt of Turner Construction, who are the managers on the project; and to the lead managers of the Contractors' company, TLT Construction. Superintendent Bill Ryan and Principal Steve Donovan said a few words, as did State Senator Pam Resor and Representative Cory Atkins.

Phase One of the high school construction got underway at a very rapid pace, with the goals of expanding the west parking lot and preparing the site for the new West Wing of the building. The lower fields and tennis courts were taken over by the construction project.

### ***Systemwide***

Across the main campus several other important construction-related activities were of note. Colonial Field was re-named Leary Field in honor of Ed Leary, longtime A/B Football coach and physical education teacher. The Town of Acton sewer project completed its work on the campus. After the Merriam School's move to the new building, renovations got underway in the old Merriam building for its re-use as an administration and educational facility. The ultimate plan was to place the Pupil Services, Community Education and elementary curriculum offices in the building, together with the CASE Collaborative High School, the small ABMAP high school program, the Community Education Preschool and Extended Day programs, and the Integrated Preschool program.

### **Enrollment**

The junior high school enrollment increased from 868 to 901 (+33), with one school choice student remaining at that level. The high school numbers went from 1,511 to 1,600 (+89); there were 16 school choice students – a decrease of 12 students from the previous year.

### **Personnel**

Staffing changes for the 2001-02 school year were affected by the June 2001 retirement of nine Acton-Boxborough Regional teachers. Leaves of absence for three ABRSD teachers were granted, and ten resignations were received. The 33.5 ABRSD full-time equivalent new teachers who were hired filled these vacancies and additional openings.

### **Curriculum and Instruction**

While the system's two schools undertook major building projects, we continued to do the everyday business of teaching and caring for kids. On the systemic level, on the school level, and within particular subject areas and departments, faculty worked hard to maintain and enhance the currency and excellence of our curriculum and instruction. Some of the year's highlights:

#### **Across the Systems**

- With the many new professional hires in the system this year – and many more hired in recent years, a major district priority was the training and support of new staff. System administrators invested much time and care in the supervision of their new faculty, and this year our program to mentor new staff was larger than ever before. We arranged special professional development offerings for newer professional faculty and planned expansions of such offerings for the future.
- At the same time, with the prospect of many new openings in the coming years and increased competition for the strongest candidates, the administration has worked to hone our staff recruitment strategies.
- This year the administration investigated ways to expand our curriculum leadership staff.
- The Department of Education required that all school districts prepare a Professional Development Plan aligned with district goals for curricular and instructional improvement. Faculty and administrators met to identify short- and medium-term curricular/instructional goals and to determine what kinds of professional development and R&D work would support attainment of these goals.
- Teachers from the 5th and 6th grades and junior high English teachers collaborated to articulate – i.e., reduce redundancy in – their literature selections. Meanwhile, 6th- and 7th-grade teachers met together regularly for the first time in many years to discuss the complex range of issues associated with the transition from elementary to junior high. This year the 6–7 dialogue focused on sharing information about students, on study and organizational skills, and on mathematics and science curriculum.



### **At the High School**

This year much staff time and energy, including all of Professional Day and two half-release days, were devoted to responding to the recommendations of the New England Association of Schools and Colleges (NEASC) accreditation report.

- One key activity was initiation of the documentation of all high school course curricula. In addition to rendering the high school curricula more accessible to the community and to new staff, the time and resources devoted to this task allowed faculty an opportunity to collaboratively review and refine their instructional goals and systematically identify areas of alignment/non-alignment with state and/or national standards documents.
- Another task which will entail work over a number of years is the broadening of course offerings to ensure that there are enriching academic pathways for all of the high school's students. Last year, new courses were developed in the science, English and art departments. Additionally, a new course in radio and TV communications, an updated C.A.D. course, and a Cisco Academy networking course were all added to the high school's program of studies. This year the high school added a School-to-Careers Coordinator who, among other things, began to build close connections between some of these courses and work-site internship opportunities.

In addition to NEASC initiatives:

- To promote tolerance, inclusion, civility and other civic virtues, the high school this year adopted VOICE – “Valuing Others in an Inclusive and Caring Environment,” as its theme. A diverse array of VOICE activities was developed to celebrate diversity and communication across the community.
- In response to community input, the counseling department began a review of the high school's transcript format.

### **At the Junior High School**

- Many teachers were involved in the 6-7 dialogue and the literacy articulation efforts described above.
- The school administration and members of the parent community worked closely with the district's new Wellness Coordinator to plan Project Wellness, a first-ever full-day retreat for 7th graders and their parents that took place on March 13, 2002. Project Wellness, which was inspired by concerns that arose from the results of the 2001 Youth Risk Behavior Survey, focused on promoting constructive communication within families and the health and well being of young adolescents.
- The English department piloted heterogeneously-grouped classes for all 8<sup>th</sup>-grade students. This department also explored new literature to broaden its offerings.
- The technology benchmarking process, initiated last year at the elementary schools, moved to the Junior High School.
- In the 2001–02 school year, RJ Grey and 6<sup>th</sup>-grade parents received a new document, “Understanding Course Selection at RJ Grey and Acton-Boxborough Regional High School.” This document provides families with a clearer picture of the course leveling system and the course sequence 7–12 in each subject area.
- Dialogue continued at RJ Grey to develop a vision for the future of the school. Over the years, the school has at times shifted toward a junior high and at other times closer to a middle school model. (In a middle school model, teachers in teams collaborate extensively to create small, supportive teams for kids. The curriculum is substantially inter-disciplinary. In the junior high school model, teachers may or may not work in teams. Instead, the curricular emphasis is on the subject-area departments and providing students with discipline-based curricula.) Generally, faculty at the Junior High School would like to be providing a middle school-style experience. However, budget and budget-related scheduling constraints have made this difficult. The question was: how to structure RJ Grey's schedule and teams, moving forward, so as to best serve the learning needs of students.

In an organization this large, no list can hope to comprehensively capture all of the important activity. Besides the activities described, there were many, many other exciting things happening in and around our schools. The incredible energy and engagement of the districts' faculty make for extraordinary schools.

## **Pupil Services**

### ***Nursing Services***

With the support of the Framingham statewide grant, the school nurses continued to upgrade health office computer systems and equipment. The improved computer system has a daily log system, which computerizes all health information and allows for better tracking of students' visits and health issues. The nurses continued to support the implementation of the system-wide Emergency Response Plan in collaboration with the school principals and safety committees. The nurses offered a Flu Clinic for all staff members. Many of the nurses participated in classroom teaching opportunities, including 7th-grade health education classes and a smoking cessation group at the high school. The school nurses supported an increasing number of students with chronic health issues.

### ***Counseling***

In the early fall, the junior high counseling department worked closely with the RJG community to assist them in dealing with the tragic loss of one of their students. Throughout the year the junior high counseling department continued to work with a health educator to provide leadership trainings and self-esteem and social skills workshops for students in 7th and 8th grade. The junior high was fortunate to have a full-time counseling intern to assist in meeting the academic, social, emotional and career goals of the students. The department continued to be involved in delivering the sexual harassment curriculum to all 7th-grade teams; this included units on respect, bullying and teasing, and sexual harassment. Counselors worked with the administration to deliver the same message to the 8th-grade teams. Counselors continued their collaboration with the Academic Support Center in offering a Peer Tutoring Program, which involved more than 25 student tutors and tutees. The department offered several group counseling experiences for students in such areas as divorce and adoption.

The high school counseling department was fortunate to receive grant money to hire a part-time school social worker whose primary focus was to support students with substance abuse issues. The department was also fortunate to have a full-time counseling intern to assist in meeting the academic, social, emotional and career goals of students. The department continued to offer counseling groups in such areas as the chronic illness of a sibling/parent, substance issues, and social skill development. The high school counseling department continued its work with the Peer Counseling course. The department offered parent evenings to address such issues as early decision applications to colleges, financial aid, and the college search. Several members of the counseling department developed a proposal to establish an Advisor/Advisee program at the high school. Last year the Advanced Placement testing program administered AP exams to over 250 students. The department continued to develop and enhance its web site. A new "junior packet" and small group sessions were developed to assist students in the post-high school planning process.

### ***Special Education***

Staff participated in many professional development opportunities. Through a Massachusetts Department of Education Professional Development Grant, the Special Education Department offered a variety of training programs in speech/language, language arts and strategy instruction. All speech/language specialists received specific training in phonemic awareness. This course provided training in assessment and service delivery. Phonemic awareness is an integral part of successful reading skill development.

At the junior and senior high schools, special education staff collaborated with regional department leaders and teachers regarding a number of important topics. Ongoing discussions continued regarding support for the small number of students who failed the MCAS, as well as meeting the needs of students falling within the "needs improvement" range. It is a credit to both special and regular educators that very few students have failed the MCAS. Additional collaboration and discussion centered on the eligibility requirements for alternative assessment and implications for a high school diploma. Extensive professional development opportunities continued to be provided to Pupil Services staff to increase the repertoire of strategies and interventions used to remediate reading, writing and math disabilities. Through the "Accessing the Curriculum Grant," teachers have received specialized instruction and training in language-related areas, as well as extensive support with curriculum access.

### ***Academic Support***

The regular education Academic Support Centers have increased their focus on meeting the increasing needs of our English as a Second Language population. A review of existing ESL services, and analysis and assessment of areas of need in light of those existing projections, has been a priority. A regional approach, grades 7-12, has been implemented, with teachers collaborating at both levels to identify long-range needs and improve entry/exit criteria.

### **The Schools**

#### **R. J. Grey Junior High**

R. J. Grey opened its doors in September of 2001 to 868 students (427 in 7<sup>th</sup> grade and 441 in 8th); this included five "School Choice" students coming through the system. It is of note that last year's 415 seventh graders became 441 eighth graders, an increase over the summer of 26 students.

All students take English, social studies, math, science and physical education/health. The curriculum demonstrates the core values of reading (the English program is literature-based), writing (although skills are primarily taught in English, the other academic subjects have adopted the "Writing Across the Curriculum" approach, which provides students with a more consistent writing approach), math (with the added skill development of reading mathematical language), and our physical (science) and cultural (social studies) world. Most of our students not exempted by a Special Education Individual Educational Plan took a world language, with twice as many taking Spanish as French. Seventh graders participated in an "exploratory program" that consisted of Information Skills, Art, Music and Minuteman Tech Lab each for a quarter of the year. Exploratory courses for the eighth graders consisted of Art, Principles of Engineering, Life Skills/Health, and Study Skills.

Students could also choose from elective offerings of acting, basic and advanced guitar, basic drawing, drawing and painting, hand crafts, internet information skills, library aides, peer tutoring & peer mentoring, performance art, support group for students of divorced or separated parents, technical design projects, web page design, and yearbook.

There were a wide variety of other interesting activities with which students could be involved after school. The interscholastic athletic program included teams in cross country, soccer, field hockey, basketball, softball, track and baseball. In order to provide more opportunities for students, additional boys' and girls' soccer and basketball teams were added to double the number of participants in these sports. All of these teams were supported by an activity fee paid by the participants. The R. J. Grey intramural program became much more available to students, usually meeting for an hour after school. Students could participate in a variety of activities such as floor hockey, basketball, wrestling, volleyball and tennis. Other after-school extra-curricular activities included an Environmental Club, a Painting and Drawing Club, a Math Club, a Jazz Band, a Select Choir, a Chess/Board Games Club, a Yearbook Club, the AB Blueprint (school paper), a school play ("One Magic Moment," which involved over 150 students and another 50 parents), and the Student Council (which primarily met during the school day). Students also had the opportunity to work in the computer lab and library after school.

One of the most important aspects of R. J. Grey is "teaming." Teaming is the ideal format through which we can deliver those programs and values we most believe in, as expressed in our Statement of Purpose: e.g., meeting the needs of the adolescent, maintaining curricular quality and interdisciplinary opportunities, and creating a sense of community. There were four full seventh-grade teams, each with approximately 107 students and five teachers (English, social studies, math, science, and Spanish and/or French). There also were four full eighth-grade teams, each with about 110 students and five teachers (math, science, English, social studies, and one of the four "exploratory" subjects which rotated each quarter of the year). Teachers plan integrated curricular activities, which help students see the relationships between the various subjects. Teaming allows teachers to get to know students very well and gives common planning time to support these students. Time is scheduled that allows parents to meet with all team teachers at one time to get the whole picture of their child's progress. Teaming also breaks a big school into smaller units, which makes the school less intimidating than being one student out of over 868.

There were several groups looking at the future of R. J. Grey. The entire staff, as well as a committee of department leaders and staff representatives, continued to look at the parts of the program which are highly valued in order to preserve them, and also looked at ways to enhance the learning opportunities of all students. The School Council, consisting of five parents, one community person-at-large, four staff members, and the principal, addressed a wide variety of issues and made recommendations to the administration, which were very helpful. The Student Council continued to have a strong voice in the development of the school and the overall school climate. R. J. Grey was represented by a P.T.S.O. organization that included grades seven through twelve. Parents were invited to attend monthly noontime informational meetings with both the RJG and ABRHS principals who presented reports and answered questions. The P.T.S.O. also sponsored evening programs designed to provide parents with information about the schools.

There continued to be challenges to providing a fine program for R. J. Grey students. Foremost this year was the continuation of a \$19.1M addition and renovation project. Renovation continued in the “old” parts of the school, which caused students and staff to be moved intermittently throughout the year to open up new areas for construction. Most of the construction was completed by the end of the summer, which allowed school to begin in September 2002 utilizing the entire building for the first time. Other resource challenges continue to be the need to increase staff to keep up with the growing school population and providing time for teachers to support the needs of students, the curriculum, and the total school program.

One of the highlights of the year was the development and implementation of the first annual Project Wellness Day. This special event brought seventh-grade students and one adult family member together at Merrimack College on March 13 to learn more and better ways to communicate with each other about difficult issues such as risky behaviors. Approximately 1,000 students, family members and staff participated in this very successful first-ever event. Other special events during the school year included such annual events as the Problem Solving program, the Variety Show, Halloween Day, Blue and Gold Day (school spirit day), Foreign Language Week, weekend ski trip to Waterville Valley, Fun Fest (field day at the end of the year), the Thanksgiving Assembly, and the Student Recognition Assembly.

In November 2001, R. J. Grey (as well as the High School and Elementary Schools) received the results of the state-mandated MCAS (Massachusetts Comprehensive Assessment System) tests from the previous spring. We continue to be proud that our students’ scores compared favorably with the top performing schools in the state. This is a result of the high quality of teachers and teaching, an excellent curriculum, fine students, and the supportive families who make education a priority for their children.

Given the quality of the support by students, staff, parents and community that R. J. Grey has come to enjoy, these and other challenges will be faced with enthusiasm and a sincere belief that students will continue to have a school in which they can learn, mature and grow, and about which we all can continue to be proud.

## **Acton-Boxborough Regional High School**

### ***Post Secondary Education***

The ABRHS Class of 2002 was comprised of 335 members, 306 of whom, or 91%, plan to pursue some sort of post-secondary education. Of these, 81% will enroll at four-year schools, while 10% will continue their education at two-year colleges and technical schools. Consistent with the national trend and with that of previous AB classes, 106 seniors (32% of those applying) submitted Early Decision or Early Action applications.

### ***Standardized Test Results***

Average SAT scores for 2002 seniors again exceeded those of state and national populations. This is significant since 98% of A-B students took the SATs, compared to the state average of 81% and the national average of 46%. Our average combined score for the SATs was 1194.

### ***National Merit Scholarship Corporation***

Ten members of the class of 2002 achieved semi-finalist recognition; 36 others received letters of commendation.

### ***National Honor Society***

One hundred five members of the current senior class (31%) distinguished themselves by entrance into the National Honor Society.

### ***National World Language Honor Societies***

In 2002, forty-one ABRHS students qualified for membership in local chapters of the National French, Latin and Spanish Honor Societies.

### ***National, Regional, and State World Language Competitions***

Two ABRHS students placed nationally in 2002 in the National Spanish Examination; forty-eight other students placed statewide. Sixteen ABRHS students placed nationally in the National French Contest; seven other students were chapter finalists. Two ABRHS students placed at the summa cum laude level of the National Latin Examination; two others placed at maxima cum laude. One student received the corona oliva in the Medusa Mythology Exam.

### ***Academic Decathlon Team***

In its 13th year of competition, this team of nine regulars and 25 alternates placed first in the Massachusetts State Championships, which were held in March 2002. A total of sixty Massachusetts high schools competed. In addition, the team placed eighth at the National Championships, held in April 2002 in Phoenix, Arizona. National medalists in the All-Around category included Orr Ashenberg (A Team – 2<sup>nd</sup> place – Literature); Yang Yang (B Team – 2<sup>nd</sup> place – Science); Jon Blancha (B Team – 3<sup>rd</sup> place – Essay); Mike Kelleher (C Team – 3<sup>rd</sup> place – Essay); and Chris Hagar (C Team – 2<sup>nd</sup> place – Essay; 2<sup>nd</sup> place – Economics). The team was coached by Andy Crick, English teacher.

### ***Mathematics Team***

In the 2001-2002 season the A-B team finished third in statewide competition. Six students were finalists in the state Mathematics Olympiad Exam: Orr Ashenberg, Eric Kuo, Dmitry Bakhmutskiy, Nathan Johnson, Yang Yang and Darrick Li. Also, thirteen students were finalists in the nationally-administered Annual High School Math Exam: Darrick Li, Orr Ashenberg, Jennifer Kuo, Nathan Johnson, Dmitry Bakhmutskiy, Carl Brandon, Eric Kuo, Lincoln Quirk, Diego Pontoriero, Jia Xie, Sean Sullivan, Adam Meberg, Yang Yang.

### ***Speech and Debate***

The ABRHS Speech and Debate Team had 115 members throughout the 2001-2002 school year. Competing at both the varsity and novice levels, the team participated in competitions in Eastern Massachusetts, hosted its own “Winterfest Tournament,” and sent qualified competitors to state and national competitions. The ABRHS team qualified the allowable maximum of 32 competitors to the Mass Forensic League State Championships; eleven members went on to represent the school at the National Championships in New York City. Ben Brooks was a National Finalist. As a team, the Speech & Debate Team once again was awarded membership to the “200 Club,” recognizing them as a team in the top 5% nationwide and the number one public school in Massachusetts.

### ***Sports***

During the 2001-2002 school year, athletic participation in both the high school and junior high school programs rose to 1,257 students. In the fall, the football and golf teams won Dual County League Championships. Golf, field hockey, boys’ soccer, girls’ soccer and football all qualified for the M.I.A.A. post-season tournaments. The football team won the Division II Super Bowl and was ranked #1 in Eastern Massachusetts.

During the winter months, the boys’ basketball and boys’ and girls’ alpine ski teams won Dual County League Championships. The boys’ basketball team played in the state final game at the Fleet Center. Our boys’ swim, girls’ and boys’ track and girls’ basketball teams all qualified for post-season play.

Our spring season was also very successful as the girls' softball, girls' tennis and boys' and girls' lacrosse teams all represented Acton-Boxborough in year-ending tournaments.

Looking back, 2001-2002 was a very successful year for our athletes.

### ***Proscenium Circus***

Members of Proscenium Circus displayed remarkable talent and energy as they continued their fine tradition of outstanding dramatic performances. Students participated in our productions in a number of ways: sound, lighting, set building, stage management, publicity, ticket sales and, of course, stage performance. Over 120 students participated in the performances of the Fall Play, "Bullshot Crummond;" the State Play, "Three;" and the Musical, "Into The Woods."

### ***Peer Leadership Program***

Peer Leadership had a most successful year with over forty students – a number that has increased as the scope of peer leadership has evolved. The peer leaders facilitated an alcohol/drug awareness program in Acton's elementary schools, led social development programs at the R. J. Grey Junior High, and engaged in smoking awareness programs.

### ***The School Newspaper***

The Spectrum has continued to investigate stories of school, as well as local, interest. Our reporters review popular trends in entertainment. Local sporting events, insightful editorials and humorous observations are featured sections of The Spectrum. The editor's responsibility is to provide readers with as much timely and relevant information as possible. The writers follow current topics in the news and discuss how these issues impact the school community.

### ***The Literary Magazine***

The Student Literary Magazine produced and published two issues, incorporating a variety of student writings and artwork. A contest was held prior to each issue with separate categories for artwork, poetry and short stories to generate submissions.

### ***Student Internship Program***

Eighteen juniors and seniors participated in the program. Each student was assigned to a staff member within the Town Hall or the school system. Several worked with state legislators.

### ***Harvard Model Congress***

Ten juniors (Mike Abare, Ward Benson, Sparsh Bhargava, Melissa Deck, John Houston, Colleen Place, Joey Robbins, Josh Segal, Sandip Sengupta and Josh Silberberg) represented ABRHS at this four-day government simulation. The Acton League of Women Voters generously underwrote their participation.

### ***Job Shadowing Week***

Over 100 students made one-day career exploration visits to a variety of work sites beginning in November. This program owes its success to the participation of local businesses.

### ***Career Speaker Program***

Two Career Breakfasts, one in December and one in March, brought eleven career speakers into the school and involved over 100 students in career exploration.

### ***Senior Community Service Day***

On May 3, the Class of 2002 spent the day working on volunteer projects in and around Acton and Boxborough. Before the seniors began their projects, they were served breakfast at the school by the faculty and administration. This was the eighth year that the senior class has organized a Senior Community Service Day.

### ***Survey and Research Activities***

In order to gather information to assess school programs and plan improvements, school personnel conducted and analyzed several surveys during the year. One recent graduating class and all students new to the school system were surveyed in the fall, and the senior class was surveyed in the spring. Faculty members were also surveyed at the end of the year to provide information that is used to evaluate programs, set priorities and develop the yearly School Improvement Plan.

### ***Community Service Activities***

The junior class undertook a fall community service project, and about 70 juniors raked leaves for senior citizens in Acton and Boxborough one afternoon in November. ABRHS received two grants, which were used to enhance the school's community service program. A Community Service Learning grant (through the Massachusetts Department of Education) funded curriculum-based service projects and professional development for staff. A grant from the Corporation for National Service was used to organize over two dozen service projects around Martin Luther King Day and to encourage year-round volunteering by students. The school held its second Community Service Awards night on January 21; approximately 200 students received recognition for their volunteer efforts.

### ***Extracurricular Activities***

Students and faculty initiated an impressive number of new clubs and student interest groups during the year. Among the new groups, many of which are expected to continue into future years, are: Envirothon (a group that competes on the state level on an environmental topic), Anime Crew (focus on animated films and the art of animation), a chess club, a table tennis club, a chapter of Future Business Leaders of America, a chapter of Best Buddies, and a Tomorrow's Teachers Club.

### ***VOICE***

"Valuing Others in an Inclusive and Caring Environment" continued to be an active force at the high school. On April 26, 2002 the VOICE Committee sponsored the first annual VOICE Speaks Out Day. During this day, a large auditorium presentation (developed, coordinated and presented by students) and more than 30 separate workshops were offered to students and faculty. Presentations and workshops were consistent with the VOICE theme and included titles such as "Media and Gender Portrayal," "The Healing Power of Dialogue," "The Peace Corps Experience," and "Tough Guys and Sexy Girls."

### ***Building Project***

From January through March our school was involved in the schematic design phase of our building project. The building committee and administration have been working with The Design Partnership of Cambridge, the architects for our addition and renovation. The architects met with many staff members during the design development phase from March through August and developed a state-of-the-art two-story addition that will house science, math and visual arts.

The building committee, the Central Office and the ABRHS administration continued to work with our architects on the high school building project construction document phase, which was completed in January 2002.

The bid phase, also on schedule, was completed in February 2002; TLT Construction Company won the contract and Turner Construction was hired as Project Manager.

### ***The Performing Arts***

At the R. J. Grey Junior High School, fifteen students were selected to perform in the concert band, orchestra or chorus at the MMEA Northeast Junior District Music Festival held in March. The Band and the Chorus performed winter and spring concerts, displaying their improving musicianship, and did a great job providing support and building esprit de corps at school assemblies. The students of RJ Grey performed a musical, "One Magic Moment," to sold-out audiences for five consecutive performances.

At the Acton-Boxborough Regional High School, our Band and Chorus continued to reach out to our communities as they performed at numerous events, including West Acton's Oktoberfest, Mt. Calvary's Senior Luncheon, the Lion's Club Tree Sale, and the Acton Memorial Day Parade. Proscenium Circus's presentation of "Into The Woods" continued the fine tradition of outstanding musicals they have presented in past years. We had sixteen students selected to perform in the concert band, chorus and orchestra at the MMEA Northeast Senior District Music Festival held in January; five of these students went on to perform in the All-State Festival, and two of these students received All-Eastern recommendations.

### ***The Visual Arts***

In the ongoing process of curriculum articulation and review, the art staff applied for and received R&D grants for summer curriculum work. The high school art staff worked during the school year to enter Visual Arts high school courses into the district's new curriculum template. The work was to be completed during the summer R&Ds. A new course, Art History, was piloted at the high school.

Throughout the school year, student efforts and accomplishments in the Visual Arts program were exhibited in each of the schools, as well as in a variety of formats and off-site settings. Student artwork appeared in various school newsletters.

Seventh- and eighth-grade students at RJ Grey had the opportunity to participate in an after-school art club that met once a week. Eighth-grade students made field trips to the Peabody Essex Museum to support units of study in the art and social studies curricula.

ABRHS students received nine awards at the state level of the highly-competitive Globe Scholastic Art Awards. The student work was exhibited at the State Transportation Building in Boston during January and February. One student's work was sent on to New York for the national Scholastics' judging, where he received the Pinnacle Award for Computer Graphic Design. The Pinnacle Award is the highest national award given to students – one in each of 14 categories. Students who received these awards were honored at the Scholastics Awards Ceremony at the Kennedy Center in Washington, D.C. in the spring. Their work was exhibited at the Corcoran Gallery of Art in Washington. During March, RJ Grey Junior High and Acton-Boxborough Regional High School students had work included in the annual Youth Art Month Show at the Worcester Art Museum.

In the spring, art teachers mounted a student art show, entitled "Words and Images," at the Acton Memorial Library. Student artwork that was related to this theme, both two-dimensional and three-dimensional, was exhibited throughout the library. Work from students in both schools was included in the show.

### ***Technology***

Jim Chace, the Coordinator of Technology Services, retired in June 2002. The Technology Resource Center was reorganized; Priscilla Kotyk is the new Director of Technology Integration and Instruction and Steve Hall is the new Director of Information Technology.

The technology staff worked closely with the staff, administration and architects to develop and implement an outstanding new infrastructure in the school building projects. The RJ Grey Junior High School project has been completed.

The High School Building Project Technology Purchases Committee began meeting regularly to develop a plan for new technology in the high school. An educational rationale and accompanying budget recommendation will be developed and presented to the School Committee and the Building Committee.

Teachers, students and administrators regularly use the network for electronic mail, research, collaboration and guided exploration of the vast resources on the World Wide Web. The districts have established their own web site: <http://ab.mec.edu>. The site is continually upgraded and provides a great deal of valuable information to students, citizens of the communities and other interested parties. Details of the Technology Resource Center (TRC) can be found at the following URL: <http://ab.mec.edu/district/technology/index.html>.



Many teachers have developed classroom home pages to support the curriculum in their classrooms. Some of the pages are updated weekly so that students and parents can keep abreast of the weekly homework assignments.

Students are exposed to a wide variety of technologies throughout their school career. They use computers for writing, research, problem solving, publishing, multimedia, creative endeavors in art and music, and telecommunications. Nine Macintosh computer labs and two PC labs provide students with outstanding facilities to work in large group settings.

Cisco Academy continues to be offered at the Acton-Boxborough Regional High School. The Academy provides interested students the opportunity to become Certified Cisco Networking Associates (CCNA). Two technology skills electives have been added to the program of studies.

Libraries are equipped with computers, a Library Automation System, CD-ROMs, laser disk technology and the network for student research and other curriculum-related work. Many staff members take advantage of these resources to enhance curriculum presentations.

Technology staff members actively participate on two citizen committees. The Citizen's Technology Advisory Committee (CTAC2) advises the administration and school committees on matters related to the use of technology in the schools. The Joint Technology Advisory Committee (JTAC) is a committee of citizens and employees; it makes recommendations relative to the use of technology in the town and schools and what economy of scale, if any, could be achieved by cooperation in the area of technology by the schools and the town government. Citizens who would like to learn more about either of these committees should contact the Office of the Superintendent.

The district is in the process of writing a new Technology Plan that will be driven by six Guiding Principles. These Guiding Principles will be presented to the individual school councils for discussion. Both School Committees will be asked to endorse these principles in November 2002. The Guiding Principles are:

***1.0 Guiding Principle: Educational Technology Planning***

The districts will creatively employ responsive, ongoing planning strategies to implement educational technologies in support of student learning.

***2.0 Guiding Principle: Budgetary Support***

The districts will address all technology costs via an annual appropriated budget process in order to improve the continuity and public accountability of the planning process.

***3.0 Guiding Principle: Student Learning***

The districts will promote the integration of technology into curriculum wherever technology integration can enhance student learning.

***4.0 Guiding Principle: Classroom Instruction***

The districts will provide professional development that supports the use of technology to enhance instruction and student learning.

***5.0 Guiding Principle: Administrative Support***

The districts will enhance supports to students by improving administrative efficiency and information flow.

***6.0 Guiding Principle: Educational Technology Service Delivery***

The districts will maintain, expand and enhance the technical infrastructure to improve user access in support of student learning.

Submitted by:

Priscilla Kotyk, Director of Technology Integration and Instruction  
Steve Hall, Director of Information Technology

### **Summer School**

The Acton-Boxborough Summer School runs a four-week elementary and six-week secondary program for students of Acton, Boxborough, and the surrounding communities. All classes are held at the Acton-Boxborough Regional High School. The program is entirely self-supporting and offers a broad range of courses. While many students take courses for remedial purposes, more than 50% of the classes are elected for enrichment purposes. In 2002, 335 students attended the Summer School – 83 students, or 25% of the total enrollment, from other school districts. Director Bruce Oetinger, who oversees a staff of fourteen certified teachers and ten aides, runs the program.

K-6 courses: Reading, Mathematics, Language Arts (Writing Skills)

7-12 courses: Pre-Algebra, Elementary Algebra Part I SP, Algebra 1 CP, Algebra I AE, Geometry CP, SAT I and II Math Review, Junior High English, English 9/10, English 11/12, Writing Skills, Creative Writing, SAT I and II English Review, Biology, Earth Science, Chemistry, French I, French II, Spanish I, Spanish II, U. S. History, World History, and Physical Education.

### **Office of Development**

The Office of Development is now in its eighth year of providing system-wide service. This office was established in response to the growing need to seek additional funding as a supplement to the appropriated budget. In addition, the Office of Development helps to support the activities of the Faculty Externship Program.

The Acton Public and the Acton-Boxborough Regional School Districts, together with their many partners, have been responsible for the creation of highly-entrepreneurial achievements in curriculum and instruction, community education, professional development, services for children with special needs, and school-to-career initiatives – to name only a few. They have also established strong and supportive partnerships of trust with the greater learning community – businesses, higher education, social service agencies, museums, chambers of commerce, and other public school districts, as well as parents and students. It is, therefore, a central goal of the Office of Development to create a seamless alliance among the many constituencies in the learning community. In doing so, a new synergy is generated and thus becomes the basis upon which supplemental funding is procured.

### ***Grantsmanship***

In response to the growing need to seek alternative and supplemental funding, grantsmanship activities continue to grow within the Office of Development and our individual schools. The Grant Writer's responsibilities include the establishment and development of new relationships with individuals, private businesses, foundations and corporations, as well as state and federal government agencies, which may become potential sources of supplemental funds.

### ***Faculty Externship Program***

Since 1989, the Faculty Externship Program has provided a unique and alternative professional development opportunity for teachers and administrators. Teaching professionals in the workplace are discovering not only the basic skills, but the thinking skills and personal qualities sought by employers. It is a model for education-business collaboration and winner of the MA Board of Education's Exemplary Partnership Award in 1990.

### **Community Education**

The Community Education office is located in the Administration Building, 15 Charter Road. Its staff organizes, staffs and directs the following programs and activities.

### ***Day and Evening Classes***

More than 1,100 classes are offered yearly for children, teens and adults. Classes and other programs are listed in INTERACTION, the Community Education catalog that is mailed four times a year to over 21,000 area homes. More than 12,000 persons enroll in classes each year.

### ***Extended Day Program***

Serving 190 Acton Public School families and 85 Boxborough families, Extended Day offers quality before- and after-school care for children in grades K–6.

### ***Preschool Program***

Located at the Administration Building, the Community Education Preschool is the laboratory for the Child Development course. Completely funded and staffed by Community Education, the Child Development/Preschool course awards seven credits towards graduation. Preschool has a total enrollment of 52 (24 three-year-olds on Tuesday and Thursday; 28 four-year-olds on Monday, Wednesday and Friday).

### ***Summer Day Program***

Located at the Administration Building, this program offers three two-week sessions of summer activities to more than 300 children in grades 1–6. Also provided is a Preschool summer program for four- and five-year-olds, vacation programs (offering enrichment activities and day care during school vacations), and many short sport clinics.

### ***Youth Basketball League***

Offering 16 weeks of coaching, practice and league play to more than 850 boys and girls in grades 3 and up, the league is staffed with more than 100 paid and volunteer coaches, timers, and referees. Community Education runs clinics for referees at no charge.

### ***Driver Education***

Community Education runs a Registry-approved driving school, offering classroom and on-road training to 280 students annually.

### ***Pool & Fieldhouse Programs***

Located at ABRHS, the Pool & Fieldhouse Program consists of family open swim and open gym times for basketball on the weekends. Also offered in this facility is a full Red Cross Swim Program on Saturdays during the school year and Monday – Friday for eight weeks in the summer, as well as school-year and summer swim teams.

Community Education also conducts classes and schedules drop-in times for the public in the Fitness Center at ABRHS.

### ***Scheduling of School Fields***

Little League, Pop Warner and Youth Soccer, as well as individuals and businesses and community organizations, receive permits for school field use through Community Education. Fees charged are returned to the school facility department for field maintenance.

### ***Scheduling Use of School Buildings***

All evening, weekend, holiday and vacation use of the seven school buildings located in Acton is scheduled through Community Education.

Community Education receives no funding from the school districts or town and runs all programs on a self-sustaining basis. Moneys are returned to the following for use of space and equipment – AV, Business Education, Director of Technology, Physical Education Department, Art Department, Facilities, and the Central Office. During this year, Community Education has paid for the tennis courts at the Junior High School and the renovations

at the Administration Building. For more information about Community Education and the programs offered, call (978) 266-2525.

### **Facilities and Transportation**

In addition to normal maintenance projects, the school districts were involved with numerous summer activities.

The modular at Conant School was refurbished to house a computer lab, art program and a specialty classroom. At Gates the classroom plumbing was replaced. Douglas School had additional parking added, as well as construction of a parent drop off. At the Parker Damon Building, the new play structures were installed in a coordinated event between parents and contractors.

Considerable time and energy have been devoted to closing out the Junior High and Twin School projects, as well as insuring that the High School project gets off to a smooth start.

### **In Conclusion**

This report demonstrates that the Acton-Boxborough Regional School District is a complex organization. Nonetheless, the district possesses a clear mission and vision. It is fortunate to possess a dedicated staff, who make a habit of constant self-reflection and, as resources allow, of renewal.

Our students, teachers and administrators continue to perform at high levels – academically, athletically, artistically, personally and professionally, and so the Acton-Boxborough Regional School District maintains a reputation that attracts people to the communities and to our schools. It is our intention to continue to provide the best possible education to the communities and to seek continued financial and moral support for this very important endeavor.

The towns of Acton and Boxborough have a great investment in the schools since the schools serve the communities' youth and adult populations through public schooling, Community Education, and as a center for much community activity. This is a win-win situation for both the towns and the schools that we want to maintain for the future.

William Ryan  
Superintendent of Schools  
On Behalf of the School Committee

**MINUTEMAN REGIONAL HIGH SCHOOL  
SCHOOL OF APPLIED ARTS & SCIENCES**  
758 Marrett Road, Lexington, Massachusetts 02421  
[www.minuteman.org](http://www.minuteman.org)

### **Minuteman Regional School Committee**

Charles Olmstead of Acton  
Erin Phelps of Arlington  
Joseph White of Belmont  
Stephen Koral of Bolton  
Donna Corey of Boxborough  
James Ford of Carlisle  
Phillip Cheney of Concord  
Frank Gobbi, Jr. of Dover

Rosalie Barton-May of Lancaster  
Marjorie Daggett of Lexington  
Colin Young of Lincoln  
Jeffrey Stulin of Needham (*Chairman*)  
Alice DeLuca of Stow  
Paul Lynch of Sudbury (*Secretary*)  
Betsy Connolly of Wayland (*Vice-Chair*)  
Mary Shaw of Weston

After several years of dedicated service, three members left the Regional School Committee in 2002. The entire Minuteman Regional School District thanks Mary Ann Gleezen of Lancaster, John O'Connor of Stow and Elaine Noble of Weston for their years of service and leadership.

#### **CLASS OF 2002 GRADUATE ACHIEVEMENT HIGHLIGHTS**

- 91% of the Class of 2002 graduated into either college or employment in their field of study.
- 100% of Dental graduates passed the National Dental Board examination.
- 100% of Cosmetology graduates passed the state board examination.
- 100% of Early Childhood Education graduates were fully certified by the Office for Child Care Services, Commonwealth of Massachusetts.
- Medical Occupations graduates achieved 100% placement in either college or a job in the field.
- Science Technology graduates achieved 95% placement in either college or their field of study with 84% (47 out of 56) attending college.
- Culinary Arts graduates achieved 100% placement rate with 18 of 26 enrolled in college and 8 employed in the culinary or hospitality field.
- Construction-Trades graduates achieved 88% placement rate with 17 of 54 enrolled in college and 29 of 54 entering the workplace in their field of study.
- Speaking at the Class of 2002 graduation ceremony were Valedictorian David Ceddia of Sudbury, Co-Salutatorians Emily Bawn of Stow and Peter Merritt of Lancaster and Class President Jason Huber of Acton.

#### **Class of 2002 Graduates from Boxborough**

Drafting  
Retail Marketing

Audrey Daigle  
Micah Tully

#### **Academic Division Highlights**

- Minuteman Regional High School sophomores tied for first place in Massachusetts among regional technical schools on MCAS test performance.
- Forty-five students took advantage of college level pre-calculus and calculus courses under an articulation agreement with Middlesex Community College.
- A Latin course was expanded to serve the growing number of students interested in medical careers, biotechnology and science.
- Minuteman Librarian Rolf Erikson authored a book "Designing a School Library and Media Center for the 21<sup>st</sup> Century" published by the American Library Association.
- A freshman seminar course is being taught on-line with students receiving training in Internet research, writing skills, software application usage and time management.
- The Minuteman Players, the school's drama students, produced and performed spring and fall productions: *The Soapy Murders*, a comedy mystery and *The Scene Stealers*, a compilation of famous scenes from Hollywood movies of the past twenty years.
- The Special Education Department teamed with mainstream teachers to help students achieve one of the highest levels of special education MCAS "pass" scores in the state.
- Faculty members from English, Guidance, Social Studies and several vocational fields developed Character Education curriculum for use throughout the school.

#### **Science & Technology Division Highlights**

- The first state-approved high school pre-engineering program entered its third year. Minuteman in articulation with the University of Massachusetts initiated college level engineering courses on Saturday mornings to serve students from local high schools.
- Electromechanical Robotics students Michael Kelly of Medford and Benjamin Perry of Sudbury took National First Place in Skills USA/VICA National Competition on Team Robotics and Automation held in Kansas City, MO in June 2002.

- The Biotechnology Academy was designated an outstanding high school program by the National Center for Career and Technical Education at the Ohio State University in conjunction with the U.S. Department of Education, Washington, DC.
- The computer department expanded its partnership with CISCO in designing a new networking course, the first step for students intending to become a networking engineer.
- The Electronics/Telecommunication Department designed new technology units with extensive help from RCN and American Alarm & Communications, Inc. of Arlington.
- Many new industry partnerships were approved, including, Verizon supporting funds for after-school technology training, Cognex Corporation of Natick providing weekly on-line interactive training on Visions Systems, GTE helping write new physics units, the Northeast Center for Telecommunications providing grant funds, etc.

The Environmental Technology department received a state-wide recognition award from the Massachusetts Executive Office of Environmental Affairs and a personal visit from Secretary of Environmental Affairs Bob Durand. Students were active in numerous off-campus service projects for such agencies as the MWRA, Cambridge Water Department, Bolton Conservation Commission, Sudbury Valley Trustees, Massachusetts Division of Fisheries & Wildlife, U.S. Department of Fish and Wildlife and the Northeastern University Marine Biology Research Laboratory, and the United States National Park Service, Minuteman National Historic Park.

#### **Construction – Power – Building Trades Division Highlights**

- The Automotive Technology Department won the industry's Most Outstanding Automotive Program in Massachusetts award for the fourth year in a row.
- Students in Carpentry, Electrical Wiring, Plumbing and HVAC completed construction of the three-bedroom colonial home for the Wayland Housing Authority.
- Carpentry and Drafting students designed and constructed a replica Thoreau/Walden Pond house on the campus of the Thoreau Elementary School in Concord for use in environmental science education.
- The Computer-aided Drafting & Design department completed plans for a three-bedroom colonial home to be built by Minuteman's construction students in Lexington.
- Student teams completed major renovation of office space for the Louisa May Alcott Center in Concord and rebuilt historic cannon stands for the Belmont Town Common.
- The Automotive Technology Post Secondary program became the first in the state to complete and earn certification through the National Automotive Technical Education Foundation (NATEF).
- The Landscape Management Department won several awards again, including First Place at the Annual New England Flower Show in Boston.

#### **Commercial & Human Services Division Highlights**

- The Child Development Center and the Early Childhood Education department was recertified by the National Association for the Education of Young Children. Many commercial centers do not receive this certification for excellence and good practice in curriculum implementation.
- In Retail Marketing & Management, a two-student team placed first in state level entrepreneur competition among Distributive Education students. Another student won first place in the annual Massachusetts School Bank Association's annual essay contest. Students also hosted their annual "Breakfast with Santa" fund-raiser for Children's Hospital of Boston. Through this effort over the years, Minuteman students have donated more than \$10,000 to needy children.
- In Culinary Arts, bakery students won gold, silver, and bronze medals in state competition. The Department is preparing to become a certification site for the American Culinary Federation.
- Jane Tang of Acton, a Culinary Arts Baking student won National First Place in skills competition held in Kansas City, MO in June 2002.
- Emily Bawn of Stow, a Graphic Communications student, won the gold medal in state Skills USA/VICA and National First Place in the national competition held in Kansas City, MO in June 2002.

## Overall School Highlights

- New and/or updated college articulation and advance credit agreements with numerous top colleges in 26 different career areas.
- Minuteman faculty and administration completed an extensive self-evaluation project using the Baldrige criteria for excellence, criteria well known to business and industry.
- Minuteman's School to Careers Partnership has formed a Minuteman Business/Education Alliance with direct or association representation of approximately 1,700 companies. This will allow Minuteman Regional High School to facilitate communication and cooperative student-employer projects and internship opportunities involving each of our district's fifteen participating high schools.
- Community education services, including After School programs for middle school students, Adult High School services, Evening and Continuing Education courses and Summer School programs and camps, provided to member town residents continued at one of the highest participation and success levels in the state.
- The Facilities Management Department completed major campus renovation and facility improvement projects including conversion to gas heating, upgrading athletic fields, and construction of the new Student Service Center.
- Numerous staff development efforts focused on obtaining national rather than just state certification in graphics & digital media, culinary arts, and collision repair (ASE).

## Continued Recognition of Automotive Academy

The Minuteman Automotive Academy was selected by the National Automotive Youth Educational Systems program as a site for high level career learning in the field and voted the Most Outstanding Automotive Technology Program in Massachusetts by the Industry Planning Council of New England. Daimler Chrysler, General Motors, Toyota, Volkswagen, the National Institute for Automotive Service Excellence (ASE), college partners and others work with Minuteman in providing exciting career opportunities across a broad spectrum from advanced technician to management specialist to automotive designer and engineer.

	<b>FY 01</b>	<b>FY 02</b>	<b>Actual/</b>	<b>Transfer/</b>	
	<b>Actual</b>	<b>Budget</b>	<b>Encumbered</b>	<b>Receipts</b>	<b>Available</b>
<b>Revenues</b>					
<i>Assessments</i>	\$ 7,013,156	\$ 7,252,023	\$ 7,252,023	-	-
<i>Chap 70</i>	2,387,712	2,557,038	2,557,038	-	-
<i>Choice 95</i>	-	-	-	-	-
<i>Trans Ch. 71</i>	1,032,697	959,806	959,806	-	-
<i>Choice</i>	845,381	317,019	317,019	-	-
<i>Other</i>	202,797	321,685	321,685	-	-
<i>App Sur</i>	192,700	84,697	84,697	-	-
<i>Tuition</i>	1,875,707	2,945,017	2,945,017	-	-
<i>Total</i>	\$ 13,550,150	\$ 14,437,285	\$ 14,437,285	-	-
<b>Expenses</b>					
<i>Bldg Trades</i>	\$ 73,616	\$ 91,019	\$ 68,627	\$ (7,432)	\$ 14,960
<i>Comm Serv</i>	20,601	18,445	18,153	30	322
<i>Electronics</i>	37,592	32,630	39,877	4,108	(3,139)
<i>Graphics</i>	70,184	74,079	120,104	61,070	15,045
<i>Health Instr</i>	24,665	24,625	24,716	-	(91)
<i>Metal Fab</i>	35,128	36,909	34,536	-	2,373

	<b>FY 01</b>	<b>FY 02</b>	<b>Actual/</b>	<b>Transfer/</b>	
	<b>Actual</b>	<b>Budget</b>	<b>Encumbered</b>	<b>Receipts</b>	<b>Available</b>
<i>Power Mech</i>	13,276	17,200	17,242	(11)	(53)
<i>Technology</i>	89,930	91,794	79,713	(610)	11,471
<i>Aftsch Program</i>	11,869	13,770	14,958	1,284	96
<i>Reg Occup</i>	3,914	4,435	2,386	-	2,049
<i>Spec Trades</i>	28,589	27,799	26,421	(536)	842
<i>Safety</i>	14,817	12,761	11,748	790	1,803
<i>Communications</i>	43,099	39,877	39,486	1,380	1,771
<i>Human Relations</i>	18,336	21,532	12,625	-	8,907
<i>Math</i>	47,408	49,560	44,411	(5,060)	89
<i>Science</i>	56,380	67,290	65,584	(15)	1,691
<i>Phys Educ</i>	7,618	7,965	4,660	(64)	3,241
<i>Athletics</i>	101,790	103,330	113,308	1,393	(8,585)
<i>Bus Instr</i>	3,435	4,525	422	-	4,103
<i>For Language</i>	16,526	18,800	11,836	140	7,104
<i>Art</i>	6,171	8,225	5,591	-	2,634
<i>Music</i>	100	400	92	-	308
<i>Altern Ed</i>	1,738	10,000	11,553	-	(1,553)
<i>Instru Res</i>	78,270	71,820	75,449	(41)	(3,670)
<i>Pupil Supp</i>	44,516	47,241	41,378	(569)	5,294
<i>Principal</i>	84,670	95,050	91,676	1,251	4,625
<i>Voc Co-Ordn</i>	6,467	6,654	5,748	-	906
<i>Computer Serv</i>	7,256	27,600	14,060	(91)	13,449
<i>Dean</i>	3,340	3,620	3,062	(25)	533
<i>Dist Prog</i>	53,513	59,140	137,185	15,026	(63,019)
<i>Legal Fees</i>	18,048	30,760	67,478	-	(36,718)
<i>Audit Fees</i>	43,000	45,000	43,000	-	2,000
<i>Superintendent</i>	2,284	5,525	6,199	-	(674)
<i>Plan/Academics</i>	28,581	42,300	42,217	219	302
<i>Business Office</i>	16,494	25,450	16,648	-	8,802
<i>Risk Ins</i>	133,522	130,763	174,531	5,900	(37,868)
<i>Ret/Empl Bnft</i>	1,210,188	1,370,172	1,308,231	43,771	105,712
<i>Transportation</i>	991,690	1,029,243	1,170,227	102,416	(38,568)
<i>Cafe</i>	7,120	8,450	4,760	-	3,690
<i>Oper &amp; Maintnce</i>	1,021,389	854,400	874,088	74,603	54,915
<i>Equip Pur</i>	42,071	150,000	156,310	6,400	90
<i>Debt Mang</i>	-	-	-	-	-
<i>Salaries</i>	9,045,683	9,657,127	9,632,987	(3,351)	20,789
<i>Total</i>	\$ 13,564,884	\$ 14,437,285	\$ 14,633,283	\$ 301,976	\$ 105,978



	<b>FY 01</b>	<b>FY 02</b>	<b>Actual/</b>	<b>Transfer/</b>	
	<b>Actual</b>	<b>Budget</b>	<b>Encumbered</b>	<b>Receipts</b>	<b>Available</b>
<b>Excess Revenue</b>	<b>\$ (14,734)</b>	<b>\$ -</b>	<b>\$ (195,998)</b>	<b>\$ 301,976</b>	<b>\$ 105,978</b>

**WARRANT AND PROCEEDINGS  
OF THE SPECIAL AND ANNUAL TOWN MEETING  
HELD ON MAY 13<sup>TH</sup>, 14<sup>TH</sup>, AND 16<sup>TH</sup>, 2002**

**List of Articles:**

**Special Town Meeting**

- 1. Bills of a Prior Fiscal Year**
- 2. Amendment to FY 02 Budget**
- 3. Land Purchase for Conservation Purposes – Howe/Panek**
- 4. Land Purchase for Conservation Purposes – Richards**

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**1. Annual Town Meeting**

**Choose Town Officers**

**Question 1 - Exempt from Prop 2 1/2 - Land Purchase for Conservation Purposes – Howe/Panek**

**Question 2 - Exempt from Prop 2 1/2 - Land Purchase for Conservation Purposes - Richards**

**Question 3 - Exempt from Prop 2 1/2 - Purchase of Affordable Housing Restrictions on Condominium Units**

- 2. Hear and Accept Reports**
- 3. Set Salaries and Compensation of Officers**
- 4. Personnel Administration Plan Changes**
- 5. Town Operating Budget**
- 6. Revolving Fund - Electrical Inspection\*\***
- 7. Revolving Fund - Plumbing and Gas Inspection\*\***
- 8. Revolving Fund - Fire Arms Permits\*\***
- 9. Revolving Fund – Library Fines\*\***
- 10. Revolving Fund – Dog License Fees\*\***

11. **Revolving Fund – Steele Farm\*\***
12. **Elderly Tax Relief – Increase in Exemptions\*\***
13. **Acceptance of MGL Ch 129 §15\*\***
14. **Tokatawan Spring Lane Road Acceptance\*\***
15. **Revolving Fund - Integrated Pre-School Program**
16. **Two-Thirds Vote Count Bylaw**
17. **Snow Removal Bylaw**
18. **Capital Improvements – Town Hall Phone System**
19. **Capital Improvements - Town Space Needs Design Fees**
20. **Revaluation Consultant**
21. **Purchase of Affordable Housing Restrictions on Condominium Units**
22. **Amendments to the Wireless Communication Facilities Bylaw**
23. **Rezone Portion of I-C District #8 to Agricultural-Residential**
24. **Clarification of Footnote #15 under Entry for Farm in the Use Schedule**
25. **Capital Improvements – South Cemetery Shed**

**Legend**

\*\* Consent Agenda

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**WARRANT AND PROCEEDINGS  
OF THE SPECIAL TOWN MEETING  
HELD ON MAY 13, 2002**



To either of the Constables of the Town of Boxborough, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of M.G.L. Chapter 51, Section 1, to meet at the Blanchard Memorial School, Massachusetts Avenue, Boxborough, MA on Monday, May 13, 2002 at 7:30 p.m. to act on Articles 1 through 4.

The Annual Town Meeting was called to order at 7:30 p.m. by Moderator, Reginald C. Brown. There was a recess until all the voters could be seated. There was a moment of silent prayer for the Police, Firefighters, Amy Sweeney and all the victims of 9/11. The ATM was adjourned so that we could open the Special Town Meeting that was called to order at 8:25 p.m. There were 404 voters in attendance.

A motion was made that the next sessions of this meeting would be held on Tuesday and Thursday of this week and Wednesday and Thursday of next week as necessary. This motion carried unanimously.

**Article 1        Bills of a Prior Fiscal Year**  
(Nine-tenths vote required)

To see if the Town will vote to transfer from Free Cash to provide for the operations and expenses of the Town for FY01 expenses, the sum of One Thousand Two Hundred Forty-Three Dollars and Fourteen Cents (\$1,243.14) more or less, to pay bills from a prior fiscal year as follows:

Town Clerk Postage Expense	\$15.00
Police Department Law Books Expense	\$315.00
Police Department Vehicle Maintenance Expense	\$464.71
Police Department Telephone Expense	\$398.03
Dispatch Department Telephone Expense	\$50.40
<b>Total:</b>	\$1,243.14

or take any other action relative thereto.

#### **Summary**

Original invoices for these items were not received until well after the close of the fiscal year.

**The Board of Selectmen Recommends (5 – 0).**

**The Finance Committee Recommends Unanimously.**

They are non-discretionary and the Finance Committee urges everyone to vote accordingly. These are Fiscal Year 2001 bills for goods and services the Town has already received. Unfortunately, the bills were not discovered in time to pay them through the usual process. Due to the checks and balances of municipal finance, the only way to legally pay these expenses is through a 9/10 majority vote at a Town Meeting.

**Action on Article 1**, May 13, 2002. On Mr. Bunyard's motion, the Town did vote, unanimously, to transfer the sum of One Thousand Four Hundred Five Dollars and Forty-Eight Cents (\$1,405.48) from Free Cash to provide for the operations and expenses of the Town for FY01 expenses, to pay bills from a prior fiscal year, as printed in the warrant under Article 1. Fifteen Dollars (\$15.00) will be added to Town Clerk's Postage Expense and One Thousand Three Hundred Ninety Dollars and Forty-Eight Cents (\$1,390.48) will be added to the Police Department Expense.

**Article 2 Amendment to the FY 02 Budget**

(Majority vote required)

To see if the Town will vote to transfer from Free Cash the sum of Forty-Three Thousand Fifty-One Dollars (\$43,051) more or less to provide for the operations and expenses of the Town for the fiscal year beginning on July 1, 2001 by amending the budget voted under Annual Town Meeting Article 5 on May 14, 2001; or take any other action relative thereto.

Line Item #	Description	Appropriated at ATM, 5/14/01	Proposed Increase/ Decrease	Newly Recommended FY02
135	Town Accountant Salary	\$48,354	<22,500>	\$25,854
161	Town Clerk Other	\$4,785	\$15	\$4,800
210	Police Dept. Salary	\$665,398	\$<43,800>	\$621,598
	Police Dept. Other	\$133,855	36,000	169,855
	Police Dept. Total	\$799,253	< 7,800>	\$791,453
915	Medical, Life, & LTD Ins.	\$588,350	\$73,336	\$661,686
	Total Increase:		\$43,051	

**The Board of Selectmen Recommends (5-0).****The Finance Committee Recommends Unanimously.**

Simply put, the Finance Committee recommends that the Town reallocate funds from areas within the FY'02 operating budget that show surplus funds to alternate expense lines. The rationale for each line is listed below:

**Accountant:** We are temporarily without a Town Accountant. This has resulted in a surplus in the Accountant's salary line item. By reducing this line item we can re-allocate the funds to help offset the additional cost of Health Insurance, as explained below.

Until we hire a new Town Accountant, we are employing a part-time bookkeeper as well as reallocating some of the Assistant Town Administrator's time for accounting purposes. Our auditors, Powers and Sullivan, have also been providing additional consulting.

**Police Department:** For the past several years we have purchased one marked cruiser annually as a regularly occurring operating expense. Based upon an analysis of the Police fleet, we believe that this is necessary in FY

'03. Because there is a significant surplus in the Police salary line for FY'02, the Finance Committee and Board of Selectmen agreed that it made sense to purchase the cruiser in June with FY'02 funds and thus avoid having to raise these the funds within the FY'03 operating budget.

**Health Insurance:** This expense is non-discretionary and must be paid in order to continue to provide Town employees with contractually obligated health insurance benefits. The FY 02 budget submitted last year assumed an 8% increase over prior year actual costs, which was a reasonable assumption based upon historical cost increases. The FY 02 actual costs (including payments to be voted under this warrant) are 21% higher than our FY '01 costs. These increased costs reflect additional 8 participants as well as rate increases from the HMO and indemnity plans offered to Town employees. These offered plans include Harvard Pilgrim, Tufts, Fallon, BCBS, and Harvard Senior, whose premium increases range from 14% to 24%.

Boxborough is one of many towns experiencing such large health cost increases. We belong to the Minuteman Nashoba Health Group, a co-op that includes Concord, the CASE Collaborative, Carlisle, the Concord-Carlisle RSD, Harvard, Groton, Lancaster, Stow, Tyngsborough, Ayer, Bolton, Pepperell, and the Lincoln-Sudbury RSD.

**Action on Article 2, May 13, 2002.** On Ms. Hilberg's motion, the Town did vote, unanimously, to transfer from Free Cash the sum of Forty-Three Thousand Fifty-One Dollars (\$43,051) to provide for the operations and expenses of the Town for the fiscal year beginning on July 1, 2001 by amending the budget voted under Annual Town Meeting Article 5 on May 14, 2001, as printed in the warrant under Article 2.

### **Article 3      Land Purchase for Conservation Purposes (Howe/Panek)** (Two-thirds vote required)

To see if the Town will vote to borrow the sum of Six Hundred Forty-Five Thousand Dollars (\$645,000), more or less, pursuant to Chapter 44, Section 8C of the General Laws as amended or any other enabling authority, for the purpose of acquiring for conservation and passive recreation purposes by eminent domain or negotiated purchase or otherwise, all or a portion of the fee interest in three tracts of land consisting of 70 acres, more or less, and further identified as listed below, including costs incidental and related thereto; that said land be conveyed to the Town under the provisions of Massachusetts General Laws, Chapter 40, Section 8C, and as it may hereafter be amended and other Massachusetts Statutes relating to Conservation, to be managed and controlled by the Conservation Commission of the Town of Boxborough, and the Conservation Commission be authorized to file on behalf of the Town of Boxborough any and all applications for grants and /or reimbursements from the Commonwealth of Massachusetts deemed necessary under the Self-Help Act (Chapter 132A, Section 11) and/or any other state and/or federal programs including those in aid of conservation land acquisition and to receive and accept such grants or reimbursement for this purpose, and be authorized to accept conservation restrictions, enter into all agreements and execute any and all instruments including a Self-Help Program Grant Agreement with the Commonwealth of Massachusetts, which may contain restrictions and covenants, as may be necessary on behalf of the Town to effect said acquisition, such vote shall be contingent upon passage of a proposition two and one-half debt exclusion vote in accordance with M.G.L. Chapter Fifty-Nine, Section Twenty-One C (k); or take any other action relative thereto.

#### **Tract I:**

A certain tract of land containing 17.06 acres, more or less, on the southwesterly side of Liberty Square Road in Boxborough, being shown as Lot 5 and Lot 6 on a plan entitled "Plan of Land Boxborough Massachusetts," scale 1 in. = 100 ft., September 2000 (Final plot 08/31/01), prepared for Nancy Howe by Dillis & Mische, Inc, Registered Professional Land Surveyors, 21 Park Street, P.O. Box 99, Ayer, MA, 01432.

#### **Tract II:**

Also a certain tract of land containing 41.59 acres, more or less on the westerly side of Liberty Square Road in Boxborough, being shown as Lot 8-5-184 on the Boxborough Assessor's Maps, being described in a deed recorded at Middlesex South Registry of Deeds in Book 19733 at Page 108.

**Tract III:**

Also a certain tract of land containing 11.49 acres, more or less, on the westerly side of Liberty Square Road in Boxborough, being shown as Lot 8-5-185 on the Boxborough Assessor's Maps, being described in a deed recorded at Middlesex South Registry of Deeds in Book 20537 at Page 419.

Lots 8-5-184 and 8-5-185 will be conveyed to the Town subject to a Conservation Restriction to be granted jointly to the Boxborough Conservation Trust and the Harvard Conservation Trust.

**Summary**

The Conservation Commission, pursuant to the provisions of M.G.L. Chapter 40, Section 8C, shall accept a gift of \$50,000 from the Boxborough Conservation Trust, which shall be used towards the purchase of the parcels described above. The funding requested for the purchase of the parcels (\$645,000) is net of this gift. Further, the Town has applied for a grant under the Self-Help Act (Chapter 132A, Section 11), which will be awarded for a maximum of \$250,000, subject to meeting conditions of the grant, reducing the cost to the Town before associated bonding fees to \$395,000.

**The Board of Selectmen Recommends (5 – 0).**

In the ten years between 1990 and 2000 Boxborough was the second fastest growing community in the state: the number of households grew by 46%, which is twice the rate of our surrounding towns. We are on the outer fringes of Boston's metropolitan suburban sprawl, which will inexorably consume us, just as it has communities like Arlington, Lexington, Bedford, Acton and Marlborough. We cannot completely prevent this, but we can take measures to mitigate it. With this article for the purchase of two adjacent parcels, and also with the next article for a third parcel, we have an opportunity to preserve a very large and ecologically important portion of the town from development. The property connects several other town-owned parcels creating opportunities for a large network of hiking trails accessible from several roadways. It can be our legacy to have saved this large upland open space for our future generations, or we can squander the opportunity and just let it go to the bulldozer of sprawl. We may never have another opportunity on this scale, and at this value. The \$250,000 grant committed by the state, coupled with the \$50,000 contribution from the Boxborough Conservation Trust, and the generous below-market offer price from the owners of one of the two parcels, the Paneks, make this purchase a bargain for the Town. The Board of Selectmen strongly recommends that the Town preserve this open space for the future. We believe the purchase will be a long-term investment in Boxborough's future, the importance of which will greatly outweigh the minor short-term financial impact the Town will experience.

**The Conservation Commission Recommends.**

The Conservation Commission strongly recommends that the town acquire the land described in the above article for conservation and passive recreation purposes. This seventy (70) acre tract along with the nearby 33 acre parcel (described in Article 4) and existing town-owned parcels will create a connected 230-acre conservation area in the largest remaining unfragmented upland area in Boxborough. These parcels offer the walker, cross-country skier and horseback rider access to four (4) miles of existing trails through a magnificent beech grove, a stand of hemlock, mature black birch and towering oaks and pines. The variety of wildlife habitat away from highway noise makes for a birder's paradise.

Thanks to the State Self-Help Grant award, the Boxborough Conservation Trust contribution and the generosity of the Paneks, the net cost of these parcels is \$5,643 per acre. Not since 1979 (Flerra Meadows) has upland been available to the town at a lower price per acre. Tomorrow this land will not be available. Tomorrow the State money will be lost. Tomorrow the opportunity to save this unique open space will be gone.

**The Finance Committee Recommends Unanimously.**

The Finance Committee thanks the Commonwealth and the BCT for their grants and recommends this article. Receipt of these grants was the deciding factor in persuading us to recommend this article. It was difficult for the Finance Committee to recommend a discretionary expense of this magnitude in the current fiscal environment, but

the value provided to the Town in this case is exceptional. There are several stipulations associated with the State Self-Help grant that must be met prior to release of funds to the Town. The Finance Committee is confident that the Board of Selectmen and Conservation Commission are working to ensure that these conditions are met.

The net cost to the Town after the Self-Help and BCT grants is \$395,000. Assuming a 20-year bond cycle and 5.5% long term interest rate, the yearly cost to the residential taxpayer is approximately:

Home Value	Tax Bill Impact Per Year				
	1	2	3	4	20
<b>\$250,000</b>	14.81	14.00	13.32	12.49	4.24
<b>\$350,000</b>	20.74	19.61	18.52	17.49	5.94
<b>\$400,000</b>	23.70	22.41	21.17	19.98	6.79
<b>\$450,000</b>	26.66	25.21	23.82	22.48	7.64

**Action on Article 3**, May 13, 2002. Mr. Ashmore read the “Report of the Planning Board,” as follows:

Article 3: Land Purchase for Conservation Purposes – Howe/Panek

At a duly called and posted meeting of the Planning Board on May 7, 2002, the Planning Board voted to recommend approval of Article 3.

The acquisition of the land identified in Article 3 together with the land in Article 4 provides a unique opportunity to the Town to preserve a significant amount of environmentally sensitive land for conservation purposes. The acquisition of this land is consistent with the goals and objectives of the Boxborough Master Plan (January 22, 2002) and the Boxborough Open Space and Recreation Plan Draft (April 2002) where the preservation of open space is identified as a primary planning goal.

The acquisition of this land is consistent with the following goals and objectives presented in the Master Plan and Open Space and Recreation Plan:

- Keep the small-town, rural atmosphere of the Town and its sense of community
- Protect the openness of the landscape and environmental resources, especially water supply
- Protect through acquisition and conservation restriction larger, less fragmented areas
- Target land acquisition to connect existing parcels of town-owned land
- Provide additional trails and corridors connecting the conservation parcels
- Protect wildlife habitat
- Preserve unique natural, cultural, and historic resources

This may be Boxborough’s last opportunity to acquire a conservation parcel of this size and at this price. The project has received a \$500,000 Self-Help grant and financial support from the Boxborough Conservation Trust (BCT) that may not be available in future fiscal years. This area contains hickory-oak and beech upland forests with clusters of vernal pools that contain blue-spotted salamanders and spotted turtles, both state-listed rare species. Placing this interior land in conservation would connect six existing conservation parcels, providing an extensive trail system for passive recreation. The area is also an important water resource since it is recharge area for the Guggins Brook Drainage Basin.

**The Boxborough Planning Board:**

Jennie Rawski, Chairman  
 John Markiewicz, Member  
 Karen Metheny, Member  
 Michael Ashmore, Clerk  
 Owen Neville, Member

All discussion for this purchase was of a positive nature. Sue Morse made a motion to move the question. This motion carried unanimously. On Ms. Golden's motion, the Town did vote, unanimously, to appropriate the amount of Six Hundred Forty-Five Thousand Dollars (\$645,000), for the purpose of acquiring by purchase, gift, eminent domain or otherwise, all or a portion of the fee interest in three tracts of land consisting of 70 acres, more or less, as described in the warrant, including costs incidental and related thereto; that to meet such appropriation the Treasurer with the approval of the Board of Selectmen is hereby authorized to borrow \$645,000 pursuant to Massachusetts General Laws, Chapter 44, Sections 7(3) and/or 8 (C) or any other enabling authority; that said land be conveyed to the Town under the provisions of Massachusetts General Laws, Chapter 40, Section 8C, to be managed and controlled by the Conservation Commission, and the Conservation Commission be authorized to file on behalf of the Town any and all applications for grants and /or reimbursements from the Commonwealth of Massachusetts deemed necessary under the Self-Help Act (Chapter 132A, Section 11) and/or any other state and/or federal programs including those in aid of conservation land acquisition and to receive and accept such grants or reimbursement for this purpose, and be authorized to accept conservation restrictions, enter into all agreements and execute any and all instruments including a Self-Help Program Grant Agreement with the Commonwealth of Massachusetts, which may contain restrictions and covenants, as may be necessary on behalf of the Town to effect said acquisition, such vote shall be contingent upon passage of a proposition two and one-half debt exclusion vote in accordance with M.G.L. Chapter Fifty-Nine, Section Twenty-One C (k).

#### **Article 4        Land Purchase for Conservation Purposes (Richards)** (Two-thirds vote required)

To see if the Town will vote to borrow the sum of Four Hundred Eighty-Five Thousand Dollars (\$485,000), more or less, pursuant to Chapter 44, Section 8C of the General Laws as amended or any other enabling authority, for the purpose of acquiring for conservation and passive recreation purposes by eminent domain or negotiated purchase or otherwise the fee interest in a certain tract of land totaling 33.26 acres, more or less, located on the northerly side of Depot Road, identified as Lot 7-5-132 on the Boxborough Assessor's Maps, being described in a deed recorded at Middlesex South Registry of Deeds in Book 27581 at Page 281, including costs incidental and related thereto; that said land be conveyed to the Town under the provisions of Massachusetts General Laws, Chapter 40, Section 8C, and as it may hereafter be amended and other Massachusetts Statutes relating to Conservation, to be managed and controlled by the Conservation Commission of the Town of Boxborough, and the Conservation Commission be authorized to file on behalf of the Town of Boxborough any and all applications for grants and /or reimbursements from the Commonwealth of Massachusetts deemed necessary under the Self-Help Act (Chapter 132A, Section 11) and/or any other state and/or federal programs including those in aid of conservation land acquisition and to receive and accept such grants or reimbursement for this purpose, and be authorized to accept conservation restrictions, enter into all agreements and execute any and all instruments including a Self-Help Program Grant Agreement with the Commonwealth of Massachusetts, which may contain restrictions and covenants, as may be necessary on behalf of the Town to effect said acquisition, such vote shall be contingent upon passage of a proposition two and one-half debt exclusion vote in accordance with M.G.L. Chapter Fifty-Nine, Section Twenty-One C (k); or take any other action relative thereto.

#### **Summary**

The Town has applied for a grant under the Self-Help Act (Chapter 132A, Section 11), which may be awarded for a maximum of \$250,000, subject to meeting conditions of the grant, reducing the cost to the Town before associated bonding fees to \$235,000.

#### **The Board of Selectmen Recommends (5 – 0).**

The land purchase in this article is as important for the Town as the Howe/Panek land purchase in the last article, for all the same reasons. Although the offer price from the owner is the full appraised value of the property, the state believes this parcel to be important enough to have committed a grant of 52% of the purchase price to offset the cost to the Town. The Board of Selectmen strongly recommends that the Town also preserve this open space for the future. It is adjacent to the existing Patch Hill Conservation Area, and together with the Howe/Panek



parcels in the previous article, would make a 230 acre contiguous tract of town-owned land. This purchase will also be a long-term investment in Boxborough's future, the importance of which will greatly outweigh the minor short-term financial impact the Town will experience.

**The Conservation Commission Recommends.**

The Conservation Commission strongly recommends that the town acquire the land described in the above article for conservation and passive recreation purposes. This beautiful 33-acre parcel contains vernal pools, rare species, a variety of wildlife habitat and a mile long existing trail. The headwaters of the Guggins Brook Aquifer, the town's largest aquifer, is located here. This parcel, added to the parcels described in Article 3, will link six existing town-owned parcels that will be accessible from Liberty Square Road, Depot Road, Hill Road, Avebury Circle and Tokatawan Spring Lane with ample parking available at the Hetz Athletic Fields. With the State Self-Help Grant, the net cost of this acquisition is \$7,121 per acre. The Self-Help Grant will be lost July 1st; the land may also not be available for future purchase. If we want to permanently protect the natural resources of this parcel, we must act now.

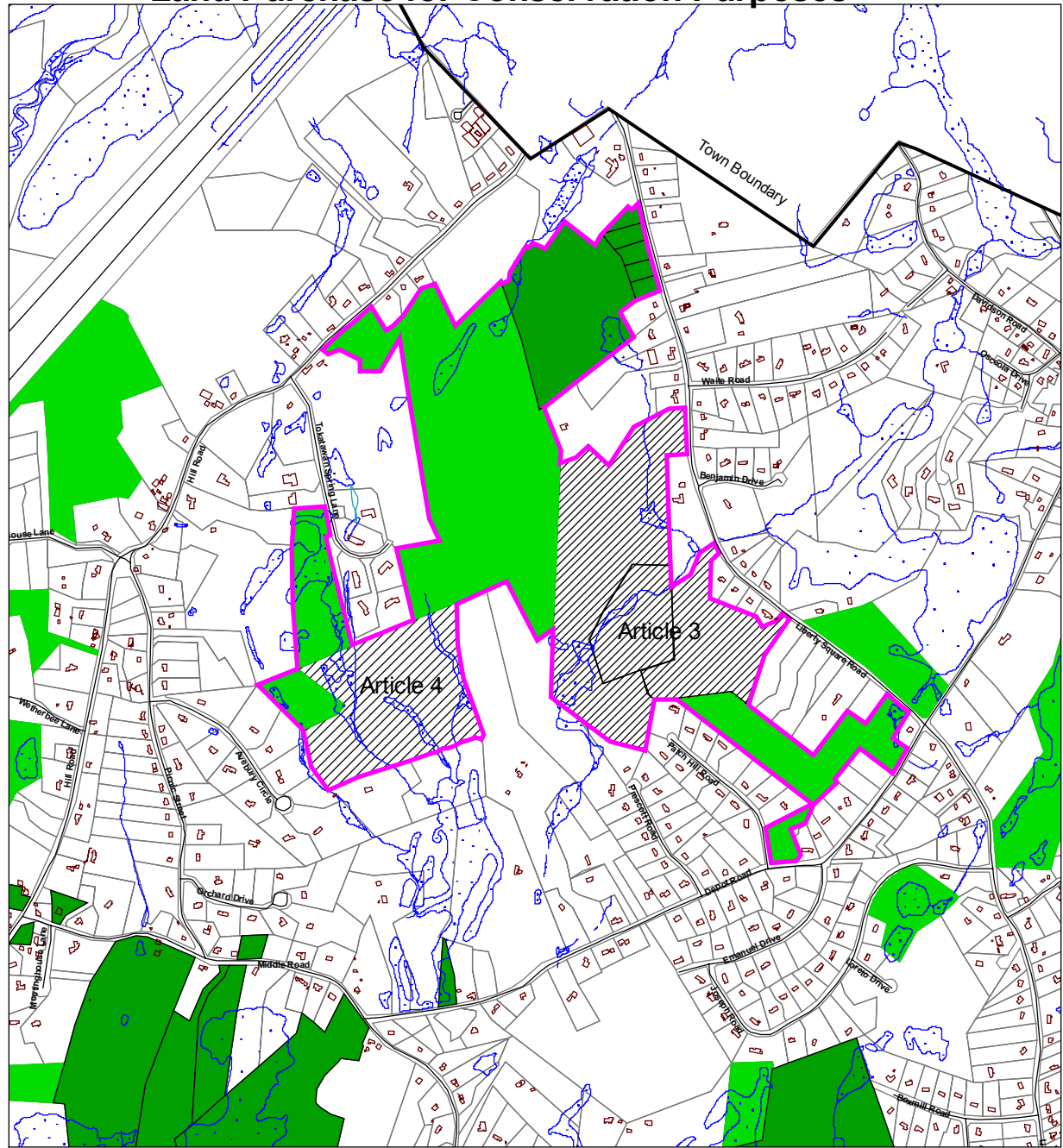
**The Finance Committee Recommends Unanimously.**

The Finance Committee rationale for recommending this article is essentially identical to that for Article 3. The net cost to the Town after the State Self-Help grant is \$235,000. Again assuming a 20-year bond cycle and 5.5% long term interest rate, the yearly cost to the residential taxpayer is approximately:

Home Value	Tax Bill Impact Per Year				
	1	2	3	4	20
<b>\$250,000</b>	8.81	8.33	7.87	7.43	2.52
<b>\$350,000</b>	12.34	11.66	11.02	10.40	3.53
<b>\$400,000</b>	14.10	20.27	19.33	18.43	4.04
<b>\$450,000</b>	15.86	15.00	14.17	13.38	4.54

**Action on Article 4, May 13, 2002.** As with the previous article, all discussion on this article was in favor. On Ms. Golden's motion, the Town did vote, unanimously, to appropriate the amount of Four Hundred Eighty-Five Thousand Dollars (\$485,000), for the purpose of acquiring by purchase, gift, eminent domain or otherwise, the fee interest in a certain tract of land totaling 33.26 acres, more or less, as described in the warrant, including costs incidental and related thereto; that to meet such appropriation the Treasurer with the approval of the Board of Selectmen is hereby authorized to borrow \$485,000 pursuant to Massachusetts General Laws, Chapter 44, Sections 7(3) and/or 8 (C) or any other enabling authority; that said land be conveyed to the Town under the provisions of Massachusetts General Laws, Chapter 40, Section 8C, to be managed and controlled by the Conservation Commission, and the Conservation Commission be authorized to file on behalf of the Town any and all applications for grants and /or reimbursements from the Commonwealth of Massachusetts deemed necessary under the Self-Help Act (Chapter 132A, Section 11) and/or any other state and/or federal programs including those in aid of conservation land acquisition and to receive and accept such grants or reimbursement for this purpose, and be authorized to accept conservation restrictions, enter into all agreements and execute any and all instruments including a Self-Help Program Grant Agreement with the Commonwealth of Massachusetts, which may contain restrictions and covenants, as may be necessary on behalf of the Town to effect said acquisition, such vote shall be contingent upon passage of a proposition two and one-half debt exclusion vote in accordance with M.G.L. Chapter Fifty-Nine, Section Twenty-One C (k).

# Land Purchase for Conservation Purposes



Municipal Land  
 Conservation Land  
 Lot Lines  
 Streams/Wetlands

Article 3: Howe - Panek  
 Article 4: Richards

0 916

Scale: 1 inch = 916 feet  
1 : 10988



The Special Town Meeting was adjourned at 9:30 p.m. and the Annual Town Meeting reconvened.

You are required to serve this Special Town Meeting Warrant by posting copies thereof, attested by you, at the Town Hall, at the Sargent Library, at the Police Station, at the Fire Station, and at the Blanchard Memorial School, fourteen days at least, before the time appointed for such meeting.

Hereof, fail not deliver these warrants with your return of service thereon to the Town Clerk on or before April 25, 2002.

**Board of Selectmen:**

Timmi W. Rudolph, Chairman

David L Birt, Clerk

Simon C. Bunyard

Leslie Fox

Donald R. Wheeler

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**WARRANT AND PROCEEDINGS  
OF THE ANNUAL TOWN MEETING  
HELD ON MAY 13TH, 14TH, AND 16<sup>TH</sup>, 2002**

To either of the Constables of the Town of Boxborough, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of M.G.L. Chapter 51, Section 1, to meet at the Blanchard Memorial School, Massachusetts Avenue, Boxborough, MA on Monday, May 13, 2002 at 7:30 p.m. to act on Articles 2 through 25 of this Annual Town Meeting Warrant.

You are also required to notify all such residents of Boxborough to come to their polling place at Boxborough Town Hall, 29 Middle Road, Boxborough, on Monday the 20th day of May, 2002 at 7:00 a.m. for the Election of Town Officers pursuant to Article 1 and Questions 1 to 3. The polls will be open continuously until 8:00 p.m. when they shall be closed.

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**Consent Agenda**

In an effort to streamline Town Meeting and therefore make it more inviting to voters, the Board of Selectmen has decided to continue the use of the Consent Agenda. This agenda speeds the passage of articles which the Selectmen feel, in consultation with Town Counsel, the Moderator, and the Finance Committee, should generate no controversy and can be properly voted without debate. The purpose of the Consent Agenda is to allow motions under these articles to be acted upon as one unit and to be passed without debate. The articles to be taken up on the Consent Agenda are indicated by a double asterisk (\*\*).

**The Consent Agenda Will Be Taken Up as the Sixth Order of Business at the Annual Town Meeting on Monday, May 13, 2002.**

Please do your homework. If you have any questions about the consent articles or procedure, please feel free to call the Town Administrator, at 978-263-1116 before Town Meeting.

At the call of the Consent Agenda, the Moderator will call out the numbers of the Articles, one by one. If one or more voters object to any particular Article being included in the Consent Agenda, they should say the word "Hold" in a loud voice when the number is called. The Article will then be removed automatically from the Consent

Agenda and restored to its original place in the Warrant, to be debated and voted upon in the usual manner. After the calling of the individual items in the Consent Agenda, the Moderator will ask that all items remaining be passed AS A UNIT by the voters.

Please carefully review the list of articles proposed for each Consent Item. Complete summaries are found under each article printed in this warrant.

**Article 1 Choose Town Officers**  
(Majority vote required)

**One Moderator** for a one year term

**One Town Clerk** for a one year term

**Two Selectmen** members, each for a three year term

**One Board of Health** member for a three year term

**Two Library Trustees**, each for a three year term

**Two Planning Board** members, each for a three year term

**One School Committee (Local and of the Region)** member for a three year term

As well as other Town Officers as may be necessary, and to vote on the following questions (*which are listed with the election results*).

Specimen Ballots and Cards of Instruction were posted as required by law. The Ballot Box was examined and found to be empty and in order, and the keys were held by the Town Clerk because no Police Officer was assigned. The Election Officials, all duly sworn in before beginning their duties, were Warden, Richard Golden; Clerk, Virginia B. Richardson; Tellers, Christine Avery, Mary Larson, Ellen Landry, Elaine Garabedian, Shirley Warren, Barbara Wheeler, Patricia Fallon and Astrid Chalupa. The counters were Charlene Golden and Barry Harsip.

In the absence of the Moderator, Virginia Richardson opened the polls at 7:00 a.m. and closed the polls at 8:00 p.m. The checklists showed that 151 people had voted and 151 ballots were removed from the Ballot Box. There were 672 ballots cast (including 9 absentee ballots). There were 2,754 registered voters. The count was completed at 9:00 p.m.

The results of the election are as follows:

<b>Moderator, One Year</b>		<b>School Committee, Three Years</b>	
Reginald C. Brown	592	(Local And Regional)	
Scott Coleman	1	Rebecca R. Neville	543
Richard W. Golden	1	Blanks	129
Owen Neville	1		
Blanks	77	<b>Library Trustees, Three Years</b>	
		(Vote for not more than two)	
<b>Town Clerk, One Year</b>		Janet J. Glidden	539
Virginia B. Richardson	615	Janet R. Tyndall	478
Blanks	57	Blanks	327
<b>Selectmen, Three Years</b>		<b>Planning Board, Three Years</b>	
(Vote for not more than two)		(Vote for not more than two)	
Leslie R. Fox	496	Jennie L. Rawski	370
Kristin Hilberg	553	Karen B. Metheny	417
Timmi W. Rudolph	1	Solange M. Richards	193
Blanks	295	Blanks	364

**Board of Health, Three Years**

Marie C. Cannon	76
Scott C. Coleman	1
Eugene B. Skayne	1
Blanks	594

**Question 1 Exempt from Prop 2 1/2 - Land Purchase for Conservation Purposes – Howe/Panek**

(Majority vote required)

Shall the Town of Boxborough be allowed to exempt from the provisions of proposition two and one-half, so called, the amounts required to pay for the bond issued in order to acquire all or a portion of the Howe/Panek land consisting of 70 acres more or less, located on Liberty Square Road identified as Lot 5 and Lot 6 on a plan entitled “Plan of Land Boxborough Massachusetts,” and parcels 8-5-184, and 8-5-185, and further described in Article 3 as printed in the Warrant for the May 13<sup>th</sup> Special Town Meeting, said land to be acquired for the purposes of conservation and passive recreation under the provisions of M.G.L. Chapter 40, Section 8C, including costs incidental and related thereto?

Yes	590	No	50	Blanks	32
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**Question 2 Exempt from Prop 2 1/2 - Land Purchase for Conservation Purposes - Richards**

(Majority vote required)

Shall the Town of Boxborough be allowed to exempt from the provisions of proposition two and one-half, so called, the amounts required to pay for the bond issued in order to acquire all or a portion of the Richards land consisting of 33.26 acres more or less, located on the northerly side of Depot Road, identified as Lot 7-5-132 and further described in Article 4 as printed in the Warrant for the May 13<sup>th</sup> Special Town Meeting, said land to be acquired for the purposes of conservation and passive recreation under the provisions of M.G.L. Chapter 40, Section 8C, including costs incidental and related thereto?

Yes	606	No	53	Blanks	13
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**Question 3 Exempt from Prop 2 1/2 - Purchase of Affordable Housing Restrictions on Condominium Units**

(Majority vote required)

Shall the Town of Boxborough be allowed to exempt from the provisions of proposition two and one-half, so called, the amounts required to pay for the bond issued in order to acquire deed restrictions on two bedroom condominium units within the Town for the purpose of making them available, as Commonwealth of Massachusetts Department of Housing and Community Development (DHCD) certified affordable housing, to qualified applicants under MGL Chap 40 B as further described in Article 21 as printed in the Warrant for the May 13<sup>th</sup> Annual Town Meeting, including costs incidental and related thereto?

Yes	528	No	117	Blanks	27
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This session of the Annual Town Meeting was called back to order at 9:30 p.m. by Moderator Reginald Brown. Mr. Wagg made a motion to take Article 21 out of order so that the largest number of voters would be present to vote on it. This motion carried. All articles will be kept in numerical order.

**Article 2 Hear and Accept Reports**  
(Majority vote required)

To hear the reports of the Selectmen and other Town Officers, Agents and Committees; or take any other action relative thereto.

**The Board of Selectmen Recommends (5 – 0).**

**The Finance Committee Recommends Unanimously.**

This article provides for the acceptance of the Town Report and any other reports that Town Boards and Commissions may offer. In addition, this allows for acceptance of any committee reports requested by previous Town Meetings.

**Action on Article 2, May 14, 2002.** On Mr. Bunyard's motion, the Town did vote, unanimously, to hear and accept the reports of the Selectmen and other Town Officers, Agents and Committees. The Library, BITCom, Planning Board, and Cable Advisory Comm. reports are on file with the Town Clerk.

**Article 3 Set Salaries and Compensation of Officers**  
(Majority vote required)

To see if the Town will vote to fix the salaries and compensation of various officials for the year beginning July 1, 2002 as follows:

Selectmen	\$400.00 each member/year
Board of Health	\$166.67 each member/year
Tax Collector	\$45,419.61 year
Town Clerk	\$29,582.53 year
Moderator	\$25.00 each meeting
Constables	\$3.00 each copy/warrant posted
Planning Board Members	\$109.00 each member/year

or take any other action relative thereto.

**The Board of Selectmen Recommends (5 – 0).**

This article establishes the salaries for all elected members of Town Government.

**The Finance Committee Recommends Unanimously.**

The Finance Committee agrees with all salaries and compensation as proposed by the Personnel Board.

**Action on Article 3, May 14, 2002.** On Mr. Fox's motion, the Town did vote, unanimously, to fix the salaries and compensation of various officials for the year beginning July 2, 2002 as printed in the warrant under Article 3.

**Article 4 Personnel Administration Plan Changes**  
(Majority vote required)

To see if the Town will vote to make the following changes to the Personnel Administration Plan:

**Article II (Application)**

**Section 2: REPLACE** entire section with:

"The Plan applies to all employees of the Town, except positions filled by popular election and those under the direction of the School Committee.

A collective bargaining agreement with conflicting provisions prevails over the terms of this Personnel Administration Plan."

### **Article III (Definitions)**

**Section 2g: CHANGE** Exempt employees are "indicated by an asterisk (\*) on Schedule A" **TO** "indicated on Schedule A"

**Section 2j: (new) ADD** "Department Head/Chief is any individual, permanent or acting, filling a position listed in Schedules A and B under 'Department Heads.'"

**Section 9: (new) ADD** "Partner" is defined as a member of an entity formed by two persons in which the individual and employee shall reside together in a common household in a relationship of mutual support, caring, and commitment, and intend to do so indefinitely. Partners must consider themselves to be a family, be each other's sole domestic partner, and be eighteen years old or over. Neither individual may be married to anyone nor have a different domestic partner, nor may the partners be related by blood closer than would bar marriage in the Commonwealth of Massachusetts. Further, the individuals must share basic living expenses, e.g., basic food, shelter, and other joint expenses, and the employee shall show evidence of this.

### **Article IV (Administration)**

**Section 6: CORRECT** list sequence.

### **Article V (Position Classification)**

**Section 7 REPLACE** entire section with

"Each time it appears desirable to establish a new class of positions or to abolish a current class of positions, the Personnel Board shall propose such change by modifying Schedule A for approval at Town Meeting."

**Section 9 DELETE**

### **Article VI (Pay Plan)**

**Section 7: REPLACE** entire section with

"Existing employees will move from Step to Step each July 1, if they have achieved an overall performance rating of 'meets requirements' or better.

New employees hired before January 1, move to the next step on the following July 1, if they have achieved an overall performance rating of "meets requirements" or better. New employees hired after January 1, move to the next step on the July 1, after completing a full year of employment and achieving an overall performance rating of 'meets requirements' or better."

**Section 10: CHANGE** "Section 6" **TO** "Section 7"

### **Article VII (Hours of Work and Overtime)**

**Section 1: CHANGE** "eight hours in any one shift, or forty hours in any one week" **TO** "seven and one-half (7.5) or eight (8) hours in any one shift, or thirty-seven and one half (37.5) or forty (40) hours in any one week"

**Section 4: REPLACE** entire section with:

"A non-exempt employee, other than Firefighter/EMT, shall be paid at one and one-half (1.5) his/her regular rate for work

1. in excess of forty (40) hours in one (1) week, and/or
2. in excess of eight (8) hours in one (1) day when required in an emergency or safety threatening situation, and/or
3. all work performed on Saturday and Sunday.

Firefighter/EMTs shall be paid at one and one-half (1.5) his/her regular rate for work in excess of fifty (50) hours in one (1) week.

Incidental overtime, such as incurred helping a citizen who asked for service late in the day, should be compensated with an equal amount of time arriving late or leaving early another day during the same week.

All overtime must be pre-approved by the Town Administrator, Assistant Town Administrator, or Department Head/Chief.

Overtime shall be equitably distributed among personnel in each department who ordinarily perform such related work in the normal course of their work week. Employees who are offered overtime work and refuse will be credited with having had their turn."

#### **Article VIII (Other forms of Pay)**

**Section 2. (Education Reimbursement) REPLACE** entire section with:

"Full-time employees are eligible for reimbursement of tuition and the cost of books, within the limits of the approved educational budget for the department, provided that:

1. The course provides for professional development related to the employee's current work assignment.
2. Any such course is approved in advance by the Town Administrator or Department Head/Chief.
3. The course is completed with a grade of C- or better,

For enrollment in any state-supported course or program at the undergraduate or graduate level at any Community College, State College, or State University, full tuition remission shall apply. For enrollment in any non-state-supported course or program offered through continuing education at any Community College, State College, or State University, fifty percent (50%) tuition remission shall apply."

#### **Article X (Vacations)**

**Sections 1-3: REPLACE** with:

"All regular full-time employees shall accrue vacation with pay as follows:

Service	Accrual Rate	Vacation
Date of hire to end of fiscal year	One (1) day for each five (5) weeks worked	
After one (1) year	1 day for 5 weeks worked	Ten (10) work days
After five (5) years	1.5 days for 5 weeks worked	Fifteen (15) work days
After ten (10) years	2 days for 5 weeks worked	Twenty (20) work days

Employees shall be allowed to use vacation in half-day increments.

For employees with hire date from January 1, through June 30, vacation accrual increases at the beginning of the fiscal year following completion of the service requirement shown in the chart above. For employees with hire date from July 1, through December 31, vacation accrual increases at the beginning of the fiscal year following completion of the service requirement shown less six (6) months, i.e., at 4 1/2 and 9 1/2 years."

**Section 2 (was 4): REPLACE** entire section with

"Regular reduced-hours employees shall be entitled to vacation according to Section 1 except that the resulting days shall be multiplied by the average number of hours worked each week and then divided by forty (40)."

**Section 3: NEW**

"Regular part-time, per diem, and intermittent employees do not accrue vacation time."



**Section 5 (was 6, 7, & 9): REPLACE** entire section with:

"Each vacation year begins on July 1. Vacation time earned may be taken within the vacation year it was earned but may be deferred by the employee for a maximum of one year. Payment in lieu of vacation leave is not allowed, except as stipulated in Sections 7 through 9 (new numbers) of this Article."

**Section 7 (was 10): CHANGE** "Sections 1, 2, 3, 3a, and 4" **TO** "Sections 1 and 2." **DELETE** "The vacation begins on the first day of July"

**RENUMBER** remaining sections of Article X

#### **Article XI (Paid Leaves)**

**Section 1 (Sick Leave) paragraph a: CHANGE** "each regular full-time employee shall be entitled to one day" **TO** "Each regular full-time and regular reduced-hours employee shall be entitled to one day, of the same number of hours as regularly or on average worked,"

**Section 2 (Bereavement Leave): ADD** "grandchild" and "foster child." **CHANGE** both occurrences of "spouse" to "spouse or partner."

**Section 8 (Family & Medical Leave) item b: CHANGE** "spouse" to "spouse or partner"

#### **Article XII (Benefits) REPLACE** Sections 1-5 with:

**"Section 1. Medical Insurance -** The Town will continue to provide the following plans or their equivalents: an Indemnity Plan paid at seventy-five percent (75%) by the Town and an HMO plan paid at ninety percent (90%) by the Town.

**Section 2. Group Life, Accidental Death, and Dismemberment Insurance -** The Town will continue to provide the same insurance or its equivalent that is presently in effect and pay fifty percent (50%) of the premium for this insurance for the first ten thousand dollars coverage (\$10,000). The amount of coverage shall be a minimum of ten thousand dollars (\$10,000.00).

**Section 3. Liability Insurance -** The Town will continue to provide the Liability Insurance or equivalent that is presently in effect.

**Section 4. Disability Insurance -** The Town will continue to provide the Disability Insurance or equivalent that is presently in effect. The Town will continue to pay fifty percent (50%) of the premium for this insurance.

**Section 5. Changed Benefits -** In the event the Town changes benefits or terms relating to insurance, in excess of or more advantageous to the employees than those provided for in this Article, such benefits or terms shall prevail to the extent permitted by law."

#### **Article XV (Resolution of Complaints) REPLACE** entire Article with

**Section 1:** A grievance/complaint is defined as any dispute between an employee and the Town concerning the meaning, interpretation, or application of an express and specific provision of this document.

**Section 2:** The following is the grievance procedure:

**Informal Step:** The aggrieved employee shall take up the grievance with the Supervisor, Department Head, or Chief, informally, within fourteen (14) calendar days of its occurrence. The Supervisor/Department Head/Chief shall attempt to adjust the grievance after an informal meeting.

**Step 1:** The aggrieved employee shall take up the grievance, in writing, with the Personnel Board. "In writing" shall mean that the grievance is detailed, and a cover sheet in the form of the COMPLAINT/GRIEVANCE FORM (per Attachment A) shall be generated within fourteen (14) calendar

days from the date of the informal meeting required by the Informal Step. The Supervisor/Department Head/Chief must sign the form indicating that the Informal Step has occurred.

Because the Personnel Board has scheduled meetings, on average, only 18 times per year, a special meeting may be required for the hearing of a grievance. The time clock for escalation of the grievance shall be started only by personal receipt of documents by the Chairman of the Personnel Board. The Personnel Board shall establish the dates for further escalation and shall attempt to adjust or settle the matter, and respond in writing within fourteen (14) calendar days from receipt by the Chairman.

**Step 2:** If the grievance still remains unsettled, it shall be presented to the Board of Selectmen in writing within fourteen (14) calendar days of the Personnel Board answer in Step 1. The Board of Selectmen will have a hearing on the grievance within fourteen (14) calendar days of the receipt of the grievance and shall respond, adjust, or settle the matter, in writing, within fourteen (14) calendar days from the date of the hearing.

**Section 3:** Any grievance which is not pursued in accordance with the time limits specified herein, or as extended by mutual agreement, is deemed waived. The parties may, by mutual agreement in writing, extend the time limits referred to in this Article.

**Section 4:** No grievance based on an event or condition which occurred or existed prior to the acceptance of this article may be the subject of a grievance.

**Section 5:** The failure of the employee to file a grievance, or the decision of the employee not to file a grievance, in one or more instances, shall not be deemed to be a waiver if an employee chooses to file a grievance in any other instance or instances.

**ATTACHMENT A:**

**Town of Boxborough**

**Complaint/Grievance Form**

**Summary (1 sentence including date of occurrence):**

**Article & Section reference from Contract or Personnel Administration Plan:**

**Submitted by:**

Step	Procedural Recipient	Procedural Date of Escalation	Actual Recipient (signature)	Actual Date/Time Received
Informal	Supervisor/ Department Head/ Chief	(14 cal. days)		
Step 1	Personnel Board	(14 cal. days)		
Step 2	BoS	(14 cal. days)		
Step 2b	BoS ruling	(30 cal. days)		

## **Article XVII (Compensation for Positions)**

**Section 1:** CHANGE "step increase" TO "a step increase the following July1," AND "review on the employment anniversary of each employee" TO "review during the anniversary month of each employee."

**Section 2:** CHANGE "step increase" TO "a step increase the following July1," AND "review on the employment anniversary of each employee" TO "review during the anniversary month of each employee."

## **Article XVIII (Performance Reviews)**

**Section 2 (Administrative Procedures):** CHANGE "The Department Head shall review performance..." to "The Department Head, with input from any Boards or Committees directly supported by the employee, shall review performance . . ."

1. **Superior:** This rating is for the employee who consistently goes beyond the job description. He/she works in a timely fashion and his/her performance is clearly exceptional in comparison to expectations. This employee consistently exceeds goals and provides innovative ideas contributing to the success of the department.
2. **Good:** This rating applies to the employee who completes the tasks required for the position and at times goes beyond the requirements. This employee always meets performance expectations and frequently exceeds expectations for several responsibilities. This employee contributes to reaching new levels of department productivity.
3. **Meets Requirements:** This rating applies to the employee who does only the work required for the position. This employee meets performance expectations for all responsibilities and goals, is successful, and performs in a competent manner. This employee is recognized as an asset to the department. This is the expected and usual rating for most employees.
4. **Needs Improvement:** This rating applies to the employee who does not complete all of the tasks required by the position. This employee meets performance expectations for some responsibilities and goals. Other responsibilities of this employee may require extra direction by the Department Head, or the Department Head may find it necessary to avoid assigning the more difficult tasks to the employee. When using this rating the Department Head indicates if there are other factors that should be considered.
5. **Unsatisfactory:** This rating applies to the employee who fails to do what is expected and is not fulfilling his/her responsibilities. Performance is below acceptable levels for one or more major responsibilities. This employee requires counseling and must understand that improved performance, within a prescribed period, is a condition for continued employment. When using this rating the Department Head indicates if there are other factors that should be considered.

**Section 3 (Ratings):** REPLACE entire section with:

The annual rating should never come as a surprise to the employee. Ratings 4 and 5 above may not be used unless prior, documented, discussions of the issues have been held between the Department Head and the employee.

## **Article XXII (Hiring Policy)**

**Section 2 (Conflict of Interest) Paragraph 2:** CHANGE "spouse" to "spouse or partner."

## **(NEW) Article XXIII (Management Rights)**

**"Section 1:** This Personnel Administration Plan is not intended to violate any Federal, State, County or Municipal Laws, nor shall anything in this document be interpreted as diminishing the right of the Town to

determine and prescribe the methods and means by which its operation of the Departments shall be conducted, except as may otherwise be provided in this document.

**Section 2:** The Town shall exercise the customary rights and responsibilities of the management of Town Departments. The Town shall have the exclusive right to manage the Town Departments, to direct the working forces, to contract and sub-contract, to determine the operations, the methods, the processes and procedures, the schedules and work assignments. The Town has the right to hire, layoff, promote, demote, transfer, assign, discipline or discharge, maintain discipline, and require the observance of the Town's reasonable rules and regulations. The Town may dismiss any employee with or without cause, as long as the dismissal does not violate state or federal law. The Town may dismiss any employee with an overall performance rating below "meets requirements" if the rating has not been remedied to "meets requirements" in six (6) months. The Town may relieve employees from duty because of lack of work or other proper reasons. The Town has the exclusive and sole right to determine and maintain equitable standards of performance, and to attain and maintain efficiency.

**Section 3:** The failure of the Town to exercise, or the decision of the Town not to exercise, any of its management rights in one or more instances, shall not be deemed to be a waiver by the Town if it chooses to enforce the right or rights in any other instance or instances."

And by amending Schedule A as indicated to:

**MOVE** CoA Coordinator from Part-Time to Regular-Reduced-Hours.

**CHANGE:** (Title changes ONLY)

Instructor of Summer Playground	to Lead Counselor
Recreation Aide	to Counselor
Recreation Junior Aide	to Counselor-in-Training

And by amending Schedule B as indicated in the following schedule:

or take any other action relative thereto.

**TOWN OF BOXBOROUGH PERSONNEL ADMINISTRATION PLAN  
CLASSIFICATION OF POSITIONS - FY2003 SCHEDULE A**

**POSITION TITLE**

**DEPARTMENT HEADS**

*Town Administrator*

*Police Chief*

*Fire Chief*

*DPW Director*

**REGULAR FULL-TIME SCHEDULE**

**Exempt Employees**

**Assistant Town Administrator**

**Treasurer**

*Accountant*

*Assessor*

*Building Inspector/Code Enforcement*

*Planner*

**Non-Exempt Employees**

*Secretary I*

*Secretary II*

*Police Sergeant*

*Police Officer*

*Firefighter/EMT*

*Custodian*

**Library Director**

**DPW Foreman**

**DPW Worker**

**DPW Semi-skilled Worker**

**Dispatch Supervisor**

**Dispatcher**

**REGULAR REDUCED HOURS SCHEDULE**

**Library Director**

**Children's Librarian**

*COA Coordinator*

**Sr. Library Technician**

**DPW Worker**

**Library Technician**

**REGULAR PART-TIME SCHEDULE**

*Secretary I*

*Secretary II*

**Children's Librarian**

**Sr. Library Technician**

**Library Technician**

**Transfer Station Operator I**

**PER DIEM SCHEDULE**

**Fire Lieutenant/EMT**

**Call Fighter/EMT**

**Call Firefighter**

**Special Police Officer**

**Dispatcher**

## **INTERMITTENT SCHEDULE**

**Cemetery Superintendent**  
**Cemetery Laborer**  
**Registrar Chairperson**  
**Clerk of Elections**  
**Election Worker**  
**Registrar Member**  
**Veterans' Agent**  
**Deputy Fire Chief**  
**Fire Captain**  
**Fire Lieutenant**  
**Call Firefighter/EMT**  
**Fire Department Chaplain**  
**Special Police Officer**  
**Lock-up Attendant**  
**Dispatcher**  
**Seasonal Maintenance Worker**  
**Snow Plower**  
**Seasonal Conservation Worker**  
**Assistant Building Inspector**  
Wiring Inspector  
Plumbing and Gas Inspector  
**Dog Officer**  
**Assistant Dog Officer**  
**Animal Control Officer**  
**Animal Inspector**  
**Fence Viewer**  
**Field Driver**  
**Director of Summer Playground**  
**Director of Gymnastics**  
**Director of Winter Programs**  
**Lead Counselor**  
**Counselor**  
**Counselor-in-Training**  
**Intern (Town Hall)**  
**Library Page**  
**Junior Library Page**

## **ELECTED POSITIONS**

Selectman  
Board of Health Member  
Planning Board Member  
Library Trustee  
Moderator  
Constable  
Tax Collector  
Town Clerk

**Bold:** Personnel Board

*Italic:* set by bargaining unit or personal contract

**TOWN OF BOXBOROUGH PERSONNEL ADMINISTRATION PLAN  
COMPENSATION OF POSITIONS -- FY2003 SCHEDULE B**

<b>POSITION TITLE</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
<b>DEPARTMENT HEADS</b>				<b>FY2002</b>	<b>FY2003</b>	<b>% Incr.</b>
<i>Town Administrator</i>	<i>Contract expires 12/31/03</i>			73,000.00	76,650.00	5.00%
<i>Police Chief</i>	<i>Contract expires 12/31/03 (base)</i>			59,600.00	62,580.00	5.00%
	<i>with Quinn Bill</i>			71,520.00	75,096.00	
<i>Fire Chief</i>	<i>Contract expires 12/31/03</i>			63,200.00	66,360.00	5.00%
<i>DPW Director</i>	<i>Contract expires 12/31/03</i>			64,900.00	68,145.00	5.00%

**REGULAR FULL-TIME SCHEDULE**

**Exempt Employees**

<b>Assistant Town Administrator</b>	<b>42,294.09</b>	<b>43,774.38</b>	<b>45,306.49</b>	<b>46,892.21</b>	<b>48,533.44</b>	<b>50,232.11</b>
<b>Treasurer</b>	<b>44,226.37</b>	<b>45,774.29</b>	<b>47,376.39</b>	<b>49,034.57</b>	<b>50,750.78</b>	<b>52,527.05</b>
<i>Accountant</i>	<i>41,852.61</i>	<i>43,317.45</i>	<i>44,833.56</i>	<i>46,402.74</i>	<i>48,026.83</i>	<i>49,707.77</i>
<i>Assessor</i>	<i>47,325.33</i>	<i>48,981.72</i>	<i>50,696.08</i>	<i>52,470.44</i>	<i>54,306.90</i>	<i>56,207.65</i>
<i>Building Inspector/Code Enforcement</i>	<i>41,889.86</i>	<i>43,356.01</i>	<i>44,873.47</i>	<i>46,444.04</i>	<i>48,069.58</i>	<i>49,752.01</i>
<i>Planner</i>	<i>43,331.53</i>	<i>44,848.13</i>	<i>46,417.82</i>	<i>48,042.44</i>	<i>49,723.93</i>	<i>51,464.26</i>

**Non-Exempt Employees**

<i>Secretary I</i>	<i>12.56</i>	<i>13.00</i>	<i>13.45</i>	<i>13.93</i>	<i>14.41</i>	<i>14.92</i>
<i>Secretary II</i>	<i>15.87</i>	<i>16.43</i>	<i>17.00</i>	<i>17.60</i>	<i>18.21</i>	<i>18.85</i>
<i>Police Sergeant</i>	<i>21.42</i>	<i>22.17</i>	<i>22.95</i>			
<i>Police Officer</i>	<i>16.70</i>	<i>17.28</i>	<i>17.89</i>	<i>18.52</i>	<i>19.16</i>	<i>19.83</i>
<i>Firefighter/EMT</i>	<i>14.84</i>	<i>15.36</i>	<i>15.90</i>	<i>16.45</i>	<i>17.21</i>	<i>17.81</i>
<i>Custodian</i>	<i>12.77</i>	<i>13.22</i>	<i>13.68</i>	<i>14.16</i>	<i>14.65</i>	<i>15.17</i>
<b>Library Director</b>	<b>20.91</b>	<b>21.64</b>	<b>22.40</b>	<b>23.18</b>	<b>23.99</b>	<b>24.83</b>
<b>DPW Foreman</b>	<b>18.80</b>	<b>19.46</b>	<b>20.14</b>	<b>20.84</b>	<b>21.57</b>	<b>22.33</b>
<b>DPW Worker</b>	<b>15.01</b>	<b>15.54</b>	<b>16.08</b>	<b>16.64</b>	<b>17.22</b>	<b>17.83</b>
<b>DPW Semi-skilled Worker</b>	<b>13.68</b>	<b>14.16</b>	<b>14.65</b>	<b>15.17</b>	<b>15.70</b>	<b>16.25</b>
<b>Dispatch Supervisor</b>	<b>15.01</b>	<b>15.54</b>	<b>16.08</b>	<b>16.64</b>	<b>17.22</b>	<b>17.83</b>
<b>Dispatcher</b>	<b>13.57</b>	<b>14.04</b>	<b>14.54</b>	<b>15.05</b>	<b>15.57</b>	<b>16.12</b>

**REGULAR REDUCED HOURS SCHEDULE**

<b>Library Director</b>	<b>20.91</b>	<b>21.64</b>	<b>22.40</b>	<b>23.18</b>	<b>23.99</b>	<b>24.83</b>
<b>Children's Librarian</b>	<b>15.89</b>	<b>16.45</b>	<b>17.02</b>	<b>17.62</b>	<b>18.23</b>	<b>18.87</b>
<i>COA Coordinator</i>	<i>15.87</i>	<i>16.43</i>	<i>17.00</i>	<i>17.60</i>	<i>18.21</i>	<i>18.85</i>
<b>Sr. Library Technician</b>	<b>11.72</b>	<b>12.13</b>	<b>12.55</b>	<b>12.99</b>	<b>13.45</b>	<b>13.92</b>
<b>DPW Worker</b>	<b>15.01</b>	<b>15.54</b>	<b>16.08</b>	<b>16.64</b>	<b>17.22</b>	<b>17.83</b>
<b>Library Technician</b>	<b>9.98</b>	<b>10.33</b>	<b>10.69</b>	<b>11.07</b>	<b>11.45</b>	<b>11.85</b>

**REGULAR PART-TIME SCHEDULE**

<i>Secretary I</i>	<i>12.56</i>	<i>13.00</i>	<i>13.45</i>	<i>13.93</i>	<i>14.41</i>	<i>14.92</i>
<i>Secretary II</i>	<i>15.87</i>	<i>16.43</i>	<i>17.00</i>	<i>17.60</i>	<i>18.21</i>	<i>18.85</i>
<b>Children's Librarian</b>	<b>15.57</b>	<b>16.11</b>	<b>16.68</b>	<b>17.26</b>	<b>17.87</b>	<b>18.49</b>
<b>Sr. Library Technician</b>	<b>11.40</b>	<b>11.80</b>	<b>12.21</b>	<b>12.64</b>	<b>13.08</b>	<b>13.54</b>
<b>Library Technician</b>	<b>9.65</b>	<b>9.99</b>	<b>10.34</b>	<b>10.70</b>	<b>11.07</b>	<b>11.46</b>
<b>Transfer Station Operator I</b>	<b>13.71</b>	<b>14.19</b>	<b>14.69</b>	<b>15.20</b>	<b>15.73</b>	<b>16.28</b>

**PER DIEM SCHEDULE**

<b>Fire Lieutenant/EMT</b>	<b>13.94</b>
<b>Call Fighter/EMT</b>	<b>12.66</b>
<b>Call Firefighter</b>	<b>12.66</b>
<b>Special Police Officer</b>	<b>12.66</b>
<b>Dispatcher</b>	<b>12.66</b>

**INTERMITTENT SCHEDULE**

<b>Cemetery Superintendent</b>	<b>6,654.41 annually</b>	
<b>Cemetery Laborer</b>	<b>8.35</b>	
<b>Registrar Chairperson</b>	<b>713.89 annually</b>	
<b>Clerk of Elections</b>	<b>8.83</b>	
<b>Election Worker</b>	<b>8.07</b>	
<b>Registrar Member</b>	<b>214.19 annually (plus \$0.32 a head)</b>	
<b>Veterans' Agent</b>	<b>11.77</b>	
<b>Deputy Fire Chief</b>	<b>15.33</b>	
<b>Fire Captain</b>	<b>14.63</b>	
<b>Fire Lieutenant</b>	<b>13.94</b>	
<b>Call Firefighter/EMT</b>	<b>12.66</b>	
<b>Fire Department Chaplain</b>	<b>12.66</b>	
<b>Special Police Officer</b>	<b>12.66</b>	
<b>Lock-up Attendant</b>	<b>11.36</b>	
<b>Dispatcher</b>	<b>12.66</b>	
<b>Seasonal Maintenance Worker</b>	<b>10.34</b>	
<b>Snow Plower</b>	<b>16.38</b>	
<b>Seasonal Conservation Worker</b>	<b>9.69</b>	
<b>Assistant Building Inspector</b>	<b>20.15</b>	
<b>Wiring Inspector</b>	fees	\$98,673 cap/yr Selectmen & FinCom may modify if required
<b>Plumbing and Gas Inspector</b>	fees	\$30,000 cap/yr Selectmen & FinCom may modify if required
<b>Dog Officer</b>	<b>8,387.25 annually</b>	
<b>Assistant Dog Officer</b>	<b>8.22 4 hour call min</b>	
<b>Animal Control Officer</b>	<b>2,043.05 annually</b>	
<b>Animal Inspector</b>	<b>752.70 annually</b>	
<b>Fence Viewer</b>	<b>34.65 annually</b>	
<b>Field Driver</b>	<b>37.61 annually</b>	
<b>Director of Summer Playground</b>	<b>14.76</b>	
<b>Director of Gymnastics</b>	<b>14.20</b>	
<b>Director of Winter Programs</b>	<b>14.20</b>	
<b>Lead Counselor</b>	<b>10.75</b>	
<b>Counselor</b>	<b>8.07</b>	
<b>Counselor-in-Training</b>	<b>7.54</b>	
<b>Intern (Town Hall)</b>	<b>8.07</b>	
<b>Library Page</b>	<b>8.07</b>	
<b>Junior Library Page</b>	<b>7.26</b>	



<b>Elected Positions</b>	<b>FY 2002</b>	<b>FY 2003</b>	<b>% Change</b>
Selectman	400.00 annually		0.000%
Board of Health Member	166.67 annually		0.000%
Planning Board Member	109.00 annually		0.000%
Library Trustee	0.00 annually		0.000%
Moderator	25.00 per meeting		0.000%
Constable	3.00 /warrant posted/location		0.000%
Tax Collector	43,256.77 annually	45,419.61	5.000%
Town Clerk	28,173.84 annually	29,582.53	5.000%

**Bold:** Personnel Board

*Italic:* set by bargaining unit or personal contract

### **The Board of Selectmen Recommends (5 – 0).**

A public hearing was held on March 25, 2002.

### **Personnel Board Recommends.**

These changes correct errors, clarify sections, and generalize to all employees articles negotiated with our Union employees.

### **The Finance Committee Recommends.**

The proposed amendments to the Personnel Administration Plan are intended to continue Boxborough's commitment to fair and professional personnel practice. A key element of this objective is to maintain a healthy level of parity between union and non-union employee rights and benefits. The changes are intended to clarify the plan language, and reflect recently negotiated contracts. This has required a tremendous amount of work on the part of the Personnel Board, and they should be commended for the time and effort put into the process.

**Action on Article 4, MAY 14, 2002.** Mr. Rudolph made an amendment to add the words "when not part of the regular scheduled workweek" in Article VII, Section 4, item "3." A friendly amendment was made by Ms. Gray to delete item 3 which was accepted by Mr. Rudolph. Workers will get overtime if they do not work a full forty-hour week. A motion was made to table discussion on Article 4 until the Selectmen and Personnel Board comes back to the Town with a clarification. This motion carried by a vote of 76 in favor; 16 opposed. Mr. Rudolph made a motion to take Article 4 off the table. This motion carried. Mr. Rudolph remade his original amendment. Ms. Apgar made a motion to move the question. This motion carried. Mr. Rudolph's motion to amend Article VII, Section 4 "3" carried. Mr. Neville made a motion to delete Article III, Section 9 in its entirety and under Article XI (Paid Leaves) not to change "spouse" to "spouse/partner." This motion did not carry. On Ms. Gephart's motion, the Town did vote to amend the Town of Boxborough Personnel Administration Plan as amended. The text will read the same as printed in the warrant except for Article VII, Section 4, which will read as follows:

#### **Section 4: REPLACE** entire section with:

"A non-exempt employee, other than Firefighter/EMT, shall be paid at one and one-half (1.5) his/her regular rate for work:

1. in excess of forty (40) hours in one (1) week, and or
2. in excess of eight (8) hours in one (1) day when required in an emergency or safety threatening situation, and/or
3. all work performed on Saturday and Sunday when not part of the regular scheduled workweek

Firefighter/EMTs shall be paid at one and one-half (1.5) his/her regular rate for work in excess of fifty (50) hours in one (1) week.

Incidental overtime, such as incurred helping a citizen who asked for service late in the day, should be compensated with an equal amount of time arriving late or leaving early another day during the same week.

All overtime must be pre-approved by the Town Administrator, Assistant Town Administrator, or Department Head/Chief.

Overtime shall be equitably distributed among personnel in each department who ordinarily perform such related work in the normal course of their workweek. Employees who are offered overtime work and refuse will be credited with having had their turn."

**Article 5      Town Operating Budget**  
(Majority vote required)

To see what sums of money the Town will appropriate and raise by taxation or otherwise for the operations and expenses of the Town for the Fiscal Year beginning July 1, 2002 or take any other action relative thereto.

**The Finance Committee Recommends Unanimously.**

The operating budget categories and sums presented below represent the funds necessary for the Town to execute governmental, financial, public safety, education, and maintenance functions provided to all Boxborough citizens.

All salaries and wages for both union and non-union employees (excluding all School employees) are commensurate with Schedule B found in the Personnel Administration Plan, Article 4. There are no additional personnel included in the General Government operating budgets.

**Action on Article 5**, May 14, 2002. Mr. Alvarez made a motion to amend to restore Hazardous Waste in the amount of \$10,396. This motion carried. Becky Neville made a motion to move the question. This motion carried. On Ms. Hilberg's motion, the Town did vote that the Town raise and appropriate by taxation or otherwise, the sum of \$14,596,109 for the operations and expenses of the Town during the fiscal year beginning July 1, 2002, the purposes for which funding are set forth in the Department Account Numbers 114 through 945, and any subheadings included under said account numbers, as printed in Article 5 of the warrant, under the heading FY'03 Recommendation, except for,

Department #210, Police Department Salary, \$685,619, is increased to \$685,753

Department #210, Police Department Expenses, \$92,184, is decreased to \$91,384

Department #300, Blanchard Memorial School, \$4,735,871, is increased to \$4,745,871

Department #751, Maturing Debt, Interest, \$513,175, is increased to \$514,429

Department #431, Hazardous Waste, \$00.00 to \$10,396

for a net increase of \$20,984

and to meet this appropriation that \$10,863,763 be raised by taxation

that estimated Cherry Sheet Aid of \$ 1,908,155,

and that estimated local receipts of \$ 1,225,558,

be applied against this appropriation.

and that \$598,633 be transferred from FREE CASH

Mr. Rudolph made a motion to take Article 4 off the table. This motion carried. Action taken on articles are listed in numerical order.

## FY 2003 BUDGET WORKSHEET

## Summary Sheet

## Operating Budget

Dept. #	Account Name	FY '00 Actual	FY '01 Actual	FY'02 Budget	FY'03 Rec.	\$\$ Change	1 Yr % Chng	2 Yr. % Chng
114	Moderator Salary	125	125	125	125	0	0.0	0.0
	\$25/meeting							
119	Town Constable Exp	200	200	300	300	0	0.0	50.0
	\$3/warrant posted/location							
122	Selectmen Salary	2,000	2,000	2,000	2,000	0	0.0	0.0
	\$400/Selectman/year, see ATM Warrant Article 3							
	Selectmen Consulting	0	15,000	10,000	8,000	-2,000	-20.0	-46.7
	To be used at their discretion							
	Selectmen Other Expenses	3,100	3,875	8,165	6,165	-2,000	-24.5	59.1
	Appreciation event expense reduced							
	<b>Selectmen Total</b>	<b>5,100</b>	<b>20,875</b>	<b>20,165</b>	<b>16,165</b>	<b>-4,000</b>	<b>-19.8</b>	<b>-22.6</b>
123	Town Administrative Salary	88,765	97,732	118,615	125,184	6,569	5.5	28.1
	TA and Assistant TA salaries included in this line							
	TA is contractually negotiated							
	Town Administrative Other	0		4,800	4,800	0	0.0	N/A
	Contractual, in lieu of a vehicle							
	<b>Town Administrator Total</b>	<b>88,765</b>	<b>97,732</b>	<b>123,415</b>	<b>129,984</b>	<b>6,569</b>	<b>5.3</b>	<b>33.0</b>
131	Finance Committee	285	400	400	450	50	12.5	12.5
	Increase in dues and cost of attending State sponsored conferences							
132	Reserve Fund	120,000	120,000	135,000	146,000	11,000	8.1	21.7
	Reflects 1% of total budget							
135	Town Accountant Salary	43,892	51,402	48,354	49,708	1,354	2.8	-3.3
	Assist Town Admin. salary moved to TA line in FY02							
	New Town Accountant to be hired in FY'03 or sooner							
	Town Accountant Other	13,780	12,480	39,785	23,225	-16,560	-41.6	86.1
	One time accounting module purchase in FY'02, amount removed in FY'03							
	<b>Town Accountant Total</b>	<b>57,672</b>	<b>63,882</b>	<b>88,139</b>	<b>72,933</b>	<b>-15,206</b>	<b>-17.3</b>	<b>14.2</b>

Dept. #	Account Name	FY '00 Actual	FY '01 Actual	FY'02 Budget	FY'03 Rec.	\$\$ Change	1 Yr % Chng	2 Yr. % Chng
141	Assessor Salary	70,271	65,908	52,828	47,325	-5,503	-10.4	-28.2
	Clerical salary removed to TH budget in FY02							
	Salary reduced due to new personnel and contractual obligations							
	Assessor Other	7,200	7,950	15,430	11,245	-4,185	-27.1	41.4
	Expenses reduced due to decrease in software maintenance expenses							
	<b>Assessor Total</b>	<b>77,471</b>	<b>73,858</b>	<b>68,258</b>	<b>58,570</b>	<b>-9,688</b>	<b>-14.2</b>	<b>-20.7</b>
145	Town Treasurer Salary	40,506	50,084	49,369	53,528	4,159	8.4	6.9
	Assistant Town Admin. salary moved to TA line in FY02							
	Town Treasurer Other	20,406	15,720	33,770	66,700	32,930	97.5	324.3
	Major increase due to one time expenditure for long term bonding costs in FY'03							
	<b>Town Treasurer Total</b>	<b>60,912</b>	<b>65,804</b>	<b>83,139</b>	<b>120,228</b>	<b>37,089</b>	<b>44.6</b>	<b>82.7</b>
146	Tax Collector Salary	45,242	47,202	44,257	46,420	2,163	4.9	-1.7
	See ATM Warrant Article 3 Salary increase							
	Tax Collector Other	14,385	14,385	14,756	15,256	500	3.4	6.1
	<b>Tax Collector Total</b>	<b>59,627</b>	<b>61,587</b>	<b>59,013</b>	<b>61,676</b>	<b>2,663</b>	<b>4.5</b>	<b>0.1</b>
151	Legal Services	50,000	50,000	55,000	71,000	16,000	29.1	42.0
	Legal Expenses	4,000	4,000	4,000	4,000	0	0.0	0.0
	Increase due to projection of FY'03 needs based on prior year actual numbers							
	<b>Legal Total</b>	<b>54,000</b>	<b>54,000</b>	<b>59,000</b>	<b>75,000</b>	<b>16,000</b>	<b>27.1</b>	<b>38.9</b>
152	<b>Personnel Board Expenses</b>	<b>200</b>	<b>200</b>	<b>500</b>	<b>350</b>	<b>-150</b>	<b>-30.0</b>	<b>75.0</b>
	Conference, municipal membership costs							
161	Town Clerk Salary	31,870	42,882	28,174	29,583	1,409	5.0	-31.0
	Clerical salary removed to TH in FY02							
	See Article 3 Salary increase							
	Town Clerk Other	3,080	5,279	4,785	2,775	-2,010	-42.0	-47.4
	<b>Town Clerk Total</b>	<b>34,950</b>	<b>48,161</b>	<b>32,959</b>	<b>32,358</b>	<b>-601</b>	<b>-1.8</b>	<b>-32.8</b>

Dept. #	Account Name	FY '00 Actual	FY '01 Actual	FY'02 Budget	FY'03 Rec.	\$\$ Change	1 Yr % Chng	2 Yr. % Chng
162	Elections & Reg. Salary	5,685	3,383	2,120	4,001	1,881	88.7	18.3
	3 elections FY'03							
	Elections & Reg. Other	3,620	3,756	4,530	3,689	-841	-18.6	-1.8
	3 memory cards necessary for election statistics/reporting							
	<b>Elections &amp; Reg. Total</b>	<b>9,305</b>	<b>7,139</b>	<b>6,650</b>	<b>7,690</b>	<b>1,040</b>	<b>15.6</b>	<b>7.7</b>
171	Conservation Comm. Salary	10,069	11,272	0	0	0		
	Clerical salary removed to TH in FY'02							
	Conservation Comm. Other	1,130	2,066	2,089	2,000	-89	-4.3	-3.2
	<b>Conservation Comm. Total</b>	<b>11,199</b>	<b>13,338</b>	<b>2,089</b>	<b>2,000</b>	<b>-89</b>	<b>-4.3</b>	<b>-85.0</b>
175	Planning Board Salary	55,411	58,956	50,633	52,010	1,377	2.7	-11.8
	Planning Board salary \$109.00/year, see ATM Warrant Article 3							
	Clerical salary removed to Town Hall in FY'02							
	Planning Board Other	6,159	6,374	7,356	6,221	-1,135	-15.4	-2.4
	Expenses reduced based on actual expenditure history							
	<b>Planning Board Total</b>	<b>61,570</b>	<b>65,330</b>	<b>57,989</b>	<b>58,231</b>	<b>242</b>	<b>0.4</b>	<b>-10.9</b>
176	Board of Appeals Salary	9,347	10,550	0	0	0		
	Clerical salary removed to TH in FY02							
	Board of Appeals Other	500	340	335	335	0	0.0	-1.5
	<b>Board of Appeals Total</b>	<b>9,847</b>	<b>10,890</b>	<b>335</b>	<b>335</b>	<b>0</b>	<b>0.0</b>	<b>-96.9</b>
192	Town Hall Salary	53,183	79,463	199,625	198,390	-1,235	-0.6	149.7
	All clerical salaries realigned to this line in FY'02 for management purposes							
	Town Hall Expenses	55,107	60,575	98,930	104,565	5,635	5.7	72.6
	Reallocated Town Reports to this line in FY02(\$4,000)							
	Increases driven primarily due to technology improvements							
	<b>Town Hall Total</b>	<b>108,290</b>	<b>140,038</b>	<b>298,555</b>	<b>302,955</b>	<b>4,400</b>	<b>1.5</b>	<b>116.3</b>
195	<b>Town Reports</b>	<b>2,500</b>	<b>2,800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>	<b>-100.0</b>
	Removed to Town Hall budget in FY02							
	Will be removed from Warrant in FY'04							

Dept. #	Account Name	FY '00 Actual	FY '01 Actual	FY'02 Budget	FY'03 Rec.	\$\$ Change	1 Yr % Chng	2 Yr. % Chng
	<b>Total Gen. Gov't Salary</b>	<b>456,566</b>	<b>521,159</b>	<b>596,400</b>	<b>608,574</b>	<b>12,174</b>	<b>2.0</b>	<b>16.8</b>
	<b>Total Gen. Gov't Expenses</b>	<b>305,452</b>	<b>325,200</b>	<b>439,631</b>	<b>476,776</b>	<b>37,145</b>	<b>8.4</b>	<b>46.6</b>
	<b>Subtotal General Gov't</b>	<b>762,018</b>	<b>846,359</b>	<b>1,036,031</b>	<b>1,085,350</b>	<b>49,319</b>	<b>4.8</b>	<b>28.2</b>
210	Police Dept. Salary	434,550	557,870	665,398	685,619	20,221	3.0	22.9
	Town Details, per BoS order (\$4,850) removed from other Town budgets, realigned here in FY02 Full Time Officers and Chief receive contractually negotiated salary increases and Quinn Bill educational incentive							
	Police Dept. Expenses	148,539	162,275	133,855	92,184	-41,671	-31.1	-43.2
	Contracted Dispatch services removed in FY02(-\$51,000) FY02 one time expense, outdoor, road-visible sign for Police Department (-\$1,970) FY'03 annual cruiser purchase removed, will be purchased with unexpended FY'02 funds. See STM.							
	<b>Police Dept. Total</b>	<b>583,089</b>	<b>720,145</b>	<b>799,253</b>	<b>777,803</b>	<b>-21,450</b>	<b>-2.7</b>	<b>8.0</b>
220	Fire Dept. Salary	382,356	412,986	478,908	494,157	15,249	3.2	19.7
	Full time FF/EMTs and Chief receive contractually obligated salary increases Per Diem FF/EMT wage increases are per Schedule B							
	Fire Dept. Expenses	64,547	70,380	50,850	50,850	0	0.0	-27.7
	Contracted Dispatch services removed in FY02(-\$23,462)							
	<b>Fire Dept. Total</b>	<b>446,903</b>	<b>483,366</b>	<b>529,758</b>	<b>545,007</b>	<b>15,249</b>	<b>2.9</b>	<b>12.8</b>
221	Dispatch Salary		Sp. Art. Fund	179,927	179,613	-314		
	Dispatch Expenses		Sp. Art. Fund	21,888	27,138	5,250		
	New line item budget in FY'02, formerly a Warrant Article							
	<b>Dispatch Total</b>		<b>158,435</b>	<b>201,815</b>	<b>206,751</b>	<b>4,936</b>	<b>2.4</b>	<b>30.5</b>
241	Building Inspector Salary	45,505	60,920	45,180	48,070	2,590	6.4	-21.1
	Clerical Salary removed to TH in FY02							
	Building Inspector Other	2,825	7,554	7,550	4,050	-3,500	-46.4	-46.4
	<b>Building Inspector Total</b>	<b>48,330</b>	<b>68,474</b>	<b>52,730</b>	<b>52,120</b>	<b>-610</b>	<b>-1.2</b>	<b>-23.9</b>

Dept. #	Account Name	FY '00 Actual	FY '01 Actual	FY'02 Budget	FY'03 Rec.	\$\$ Change	1 Yr % Chng	2 Yr. % Chng
249	Asst. Building Insp. Salary	500	6,500	6,500	6,500	0	0.0	0.0
	Asst. Building Insp. Expenses		0	250	250	0	0.0	
	Mileage reimbursement							
	<b>Asst. Building Insp. Total</b>	<b>500</b>	<b>6,500</b>	<b>6,750</b>	<b>6,750</b>	<b>0</b>	<b>0.0</b>	<b>3.8</b>
291	<b>Emergency Mgmt., Civil Def.</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>2,500</b>	<b>2,000</b>	<b>400.0</b>	<b>400.0</b>
292	Dog Officer Salary	8,000	8,275	8,379	8,608	229	2.7	4.0
	Dog Officer Other	1,235	1,235	2,670	2,470	-200	-7.5	100.0
	<b>Dog Officer Total</b>	<b>9,235</b>	<b>9,510</b>	<b>11,049</b>	<b>11,078</b>	<b>29</b>	<b>0.3</b>	<b>16.5</b>
299	Field Driver Salary	35	35	40	40	0	0.0	14.3
	Field Driver Other	20	20	25	25	0	0.0	25.0
	<b>Field Driver Total</b>	<b>55</b>	<b>55</b>	<b>65</b>	<b>65</b>	<b>0</b>	<b>0.0</b>	<b>18.2</b>
	<b>Total Protection Salary</b>	<b>870,946</b>	<b>1,046,586</b>	<b>1,384,332</b>	<b>1,422,607</b>	<b>38,275</b>	<b>2.8</b>	<b>35.9</b>
	<b>Total Protection Expenses</b>	<b>217,666</b>	<b>241,964</b>	<b>217,588</b>	<b>179,467</b>	<b>-38,121</b>	<b>-17.5</b>	<b>-25.8</b>
	<b>Subtotal Protection</b>	<b>1,088,612</b>	<b>1,288,550</b>	<b>1,601,920</b>	<b>1,602,074</b>	<b>154</b>	<b>0.0</b>	<b>24.3</b>
300	<b>Blanchard School</b>	<b>3,513,584</b>	<b>3,835,365</b>	<b>4,328,897</b>	<b>4,735,871</b>	<b>406,974</b>	<b>9.4</b>	<b>23.5</b>
	In past years, Blanchard School technology expenses have been funded through warrant articles.							
	In the FY '03 budget, both the Finance Committee and School Committee agreed that technology maintenance funding should be in the operating budget. The actual increase in this line for total funding, including technology, from FY '02 to FY '03 is 8.36%.							
	<b>A/B Reg. School Assess.</b>	<b>2,696,868</b>	<b>2,891,979</b>	<b>3,332,201</b>	<b>3,607,454</b>	<b>275,253</b>	<b>8.3</b>	<b>24.7</b>
	Debt service costs for the A/B Region have been inconsistently reported. In FY '02 they are included within the A/B assessment, while in FY '03 they are found under Debt Service.							
	The actual percentage increase in the A/B assessment from FY '02 to FY '03 is 14.5%, due to increased operating and debt service costs as well as an increased percentage of the enrollment.							
	<b>Minuteman Reg. Voc. Assess</b>	<b>113,327</b>	<b>145,830</b>	<b>141,048</b>	<b>204,165</b>	<b>63,117</b>	<b>44.7</b>	<b>40.0</b>
	The increase in Minuteman Regional assessment is due both to operating costs and increased enrollment.							
	<b>Subtotal Education</b>	<b>6,323,779</b>	<b>6,873,174</b>	<b>7,802,146</b>	<b>8,547,490</b>	<b>745,344</b>	<b>9.6</b>	<b>24.4</b>

Dept. #	Account Name	FY '00 Actual	FY '01 Actual	FY'02 Budget	FY'03 Rec.	\$\$ Change	1 Yr % Chng	2 Yr. % Chng
422	Public Works Salary	172,149	187,364	210,685	227,556	16,871	8.0	21.5
	Public Works Other	62,395	78,418	91,818	75,490	-16,328	-17.8	-3.7
	Hot Top expenses have been reduced due to good condition of roadways in town							
	<b>Public Works Total</b>	<b>234,544</b>	<b>265,782</b>	<b>302,503</b>	<b>303,046</b>	<b>543</b>	<b>0.2</b>	<b>14.0</b>
423	Snow & Sanding Salary	26,484	26,484	33,306	33,306	0	0.0	25.8
	Level funded to FY'02. Should next winter be difficult, funds will be made available							
	Snow & Sanding Other	27,670	27,670	30,670	30,670	0	0.0	10.8
	<b>Snow &amp; Sanding Total</b>	<b>54,154</b>	<b>54,154</b>	<b>63,976</b>	<b>63,976</b>	<b>0</b>	<b>0.0</b>	<b>18.1</b>
424	<b>Street Lighting</b>	<b>2,400</b>	<b>2,400</b>	<b>2,400</b>	<b>2,850</b>	<b>450</b>	<b>18.8</b>	<b>18.8</b>
429	<b>Fuel Expenses</b>	<b>22,550</b>	<b>31,720</b>	<b>32,767</b>	<b>32,767</b>	<b>0</b>	<b>0.0</b>	<b>3.3</b>
431	<b>Hazardous Waste Collection</b>	<b>3,995</b>	<b>0</b>	<b>10,396</b>	<b>0</b>	<b>-10,396</b>	<b>-100.0</b>	<b>N/A</b>
	There will be no hazardous waste collection day in FY'03							
	FY'02 number reflects true cost of collection							
433	Transfer Station Salary	12,234	13,151	14,714	14,835	121	0.8	12.8
	Transfer Station Other	158,400	199,770	208,770	183,655	-25,115	-12.0	-8.1
	FY '03 actual tipping and trucking costs are projected to be \$213,655. This will be reduced by \$30,000 transferred from the NESWC Stabilization Fund.							
	Facility maintenance of compactors new in FY02							
	<b>Transfer Station Total</b>	<b>170,634</b>	<b>212,921</b>	<b>223,484</b>	<b>198,490</b>	<b>-24,994</b>	<b>-11.2</b>	<b>-6.8</b>
439	Recycling Salary	8,119	10,972	11,438	11,781	343	3.0	7.4
	Recycling Other	13,250	13,500	26,200	26,700	500	1.9	97.8
	Trucking was not accurately reflected in FY'01 and required a Reserve Fund Transfer Cathode Ray Tube (CRT) disposal as required by DEP (\$3,000) \$.15/pound for disposal							
	<b>Recycling Total</b>	<b>21,369</b>	<b>24,472</b>	<b>37,638</b>	<b>38,481</b>	<b>843</b>	<b>2.2</b>	<b>57.2</b>
491	Cemetery Salary	6,975	7,212	7,546	7,541	-5	-0.1	4.6
	Cemetery Other	1,650	2,655	1,450	1,450	0	0.0	-45.4
	One time purchases of Defrosting Unit and Artificial Greens in FY'01							
	<b>Cemetery Total</b>	<b>8,625</b>	<b>9,867</b>	<b>8,996</b>	<b>8,991</b>	<b>-5</b>	<b>-0.1</b>	<b>-8.9</b>



Dept. #	Account Name	FY '00 Actual	FY '01 Actual	FY'02 Budget	FY'03 Rec.	\$\$ Change	1 Yr % Chng	2 Yr. % Chng
510	<b>Landfill Monitoring</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>	<b>0</b>	<b>0.0</b>	<b>0.0</b>
511	Board of Health Salary	8,882	10,094	500	501	1	0.2	-95.0
	Clerical salary removed to TH in FY02							
	Board of Health Salary set at 166.67 per year, see ATM Article 3							
	Board of Health Other	2,515	2,705	2,755	4,665	1,910	69.3	72.5
	\$500 increase driven by need to transport suspect crows to appropriate West Nile Virus testing facilities							
	One time expenditure of \$2,000 for the purchase of aerial photographs of Boxborough. These photographs will be available to homeowners for use in determining potential potable water sources on their property							
	<b>Board of Health Total</b>	<b>11,397</b>	<b>12,799</b>	<b>3,255</b>	<b>5,166</b>	<b>1,911</b>	<b>58.7</b>	<b>-59.6</b>
519	<b>Environmental Services</b>	<b>8,895</b>	<b>8,895</b>	<b>9,073</b>	<b>9,073</b>	<b>0</b>	<b>0.0</b>	<b>2.0</b>
521	<b>Family Services</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>0</b>	<b>0.0</b>	<b>0.0</b>
522	<b>Nursing Services</b>	<b>2,191</b>	<b>2,191</b>	<b>2,235</b>	<b>2,325</b>	<b>90</b>	<b>4.0</b>	<b>6.1</b>
523	<b>Human Services</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>	<b>0</b>	<b>0.0</b>	<b>0.0</b>
	The above four accounts are all assessed amounts. Information regarding the services the Town receives are available from the Board of Health office							
	<b>Total Hlth/Pub. Wks.Salary</b>	<b>234,843</b>	<b>255,277</b>	<b>278,189</b>	<b>295,520</b>	<b>17,331</b>	<b>6.2</b>	<b>15.8</b>
	<b>Total Hlth/Pub. Wks. Exp.</b>	<b>323,911</b>	<b>387,924</b>	<b>436,534</b>	<b>387,645</b>	<b>-48,889</b>	<b>-11.2</b>	<b>-0.1</b>
	<b>Subtotal Health &amp; Pub. Wks.</b>	<b>558,754</b>	<b>643,201</b>	<b>714,723</b>	<b>683,165</b>	<b>-31,558</b>	<b>-4.4</b>	<b>6.2</b>
541	Council on Aging Salary	6,648	10,101	14,092	20,505	6,413	45.5	103.0
	Council on Aging Other	820	820	1,580	3,435	1,855	117.4	318.9
	Increase due to need to budget for postage for Senior newsletter formerly paid for with grant monies							
	<b>Council on Aging Total</b>	<b>7,468</b>	<b>10,921</b>	<b>15,672</b>	<b>23,940</b>	<b>8,268</b>	<b>52.8</b>	<b>119.2</b>
543	Veteran's Agent Salary	N/A	0	550	50	-500	-90.9	N/A
	Monitoring and reporting on Veteran's needs in Town as required by Federal Gov't							
	Veteran's Agent Other	250	250	250	250	0	0.0	0.0
	<b>Veteran's Agent Total</b>	<b>250</b>	<b>250</b>	<b>800</b>	<b>300</b>	<b>-500</b>	<b>-62.5</b>	<b>20.0</b>

Dept. #	Account Name	FY '00 Actual	FY '01 Actual	FY'02 Budget	FY'03 Rec.	\$\$ Change	1 Yr % Chng	2 Yr. % Chng
599	Animal Inspector Salary	700	700	733	753	20	2.7	7.6
	Animal Inspector Expenses	0	0	600	600	0	0.0	N/A
	Cost of cell phone							
	<b>Animal Inspector Total</b>	<b>700</b>	<b>700</b>	<b>1,333</b>	<b>1,353</b>	<b>20</b>	<b>1.5</b>	<b>93.3</b>
	Animal Control Officer Salary				2,044			
	Animal Control Officer Other				300			
	Cost of educational course							
600	<b>Animal Control Officer</b>	<b>1,900</b>	<b>1,900</b>	<b>1,988</b>	<b>2,344</b>	<b>356</b>	<b>17.9</b>	<b>23.4</b>
610	Library Salary	58,475	72,761	81,747	85,810	4,063	5.0	17.9
	Library Other	31,332	34,839	38,284	39,819	1,535	4.0	14.3
	<b>Library Total</b>	<b>89,807</b>	<b>107,600</b>	<b>120,031</b>	<b>125,629</b>	<b>5,598</b>	<b>4.7</b>	<b>16.8</b>
630	Recreation Comm. Salary	14,423	14,900	14,900	19,745	4,845	32.5	32.5
	Based on actual need and addition of winter programs. Salary is off-set by fees paid by participants							
	Recreation Comm. Other	4,650	5,300	7,030	10,550	3,520	50.1	99.1
	Addition of Picnic Day in FY02, a summer festival similar to Winterfest (\$1,000)							
	One time expenditure of \$3,000 to build a secure storage shed at Flerra							
	<b>Recreation Comm. Total</b>	<b>19,073</b>	<b>20,200</b>	<b>21,930</b>	<b>30,295</b>	<b>8,365</b>	<b>38.1</b>	<b>50.0</b>
691	<b>Historical Commission</b>	<b>600</b>	<b>600</b>	<b>600</b>	<b>450</b>	<b>-150</b>	<b>-25.0</b>	<b>-25.0</b>
692	Public Celebrations Salary	300	300	0	0	0	N/A	-100.0
	Police Details reallocated to Police budget in FY02							
	Public Celebrations Other	840	885	1,335	1,000	-335	-25.1	13.0
	One time expense, Permanent Town Celebration signs made in FY02--Memorial Day and Tree Lighting							
	<b>Public Celebrations Total</b>	<b>1,140</b>	<b>1,185</b>	<b>1,335</b>	<b>1,000</b>	<b>-335</b>	<b>-25.1</b>	<b>-15.6</b>
699	<b>A/B Cultural Council</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>0.0</b>	<b>0.0</b>
693	<b>Steele Farm</b>		<b>Article Fund</b>	<b>10,146</b>	<b>2,090</b>	<b>-8,056</b>	<b>-79.4</b>	<b>N/A</b>
	Formerly a Revolving Fund in FY01. That fund was closed out. FY02 dollar amount represents the amount closed out of the fund.							
	The Steele Farm Advisory Committee would like to reinstate revolving fund (see ATM Article 11), and has reduced its budget to reflect actual needs.							

Dept. #	Account Name	FY '00 Actual	FY '01 Actual	FY'02 Budget	FY'03 Rec.	\$\$ Change	1 Yr. % Chng	2 Yr. % Chng
	<b>Total Other Salary</b>	<b>82,446</b>	<b>100,662</b>	<b>114,010</b>	<b>129,207</b>	<b>15,197</b>	<b>13.3</b>	<b>28.4</b>
	<b>Total Other Expenses</b>	<b>39,492</b>	<b>43,694</b>	<b>60,825</b>	<b>59,194</b>	<b>-1,631</b>	<b>-2.7</b>	<b>35.5</b>
	<b>Subtotal Other</b>	<b>121,938</b>	<b>144,356</b>	<b>174,835</b>	<b>188,401</b>	<b>13,566</b>	<b>7.8</b>	<b>30.5</b>
710	<b>Maturing Debt Principal</b>	<b>1,017,400</b>	<b>947,001</b>	<b>889,000</b>	<b>909,512</b>	<b>20,512</b>	<b>2.3</b>	<b>-4.0</b>
751	<b>Maturing Debt Interest</b>	<b>773,002</b>	<b>490,848</b>	<b>396,214</b>	<b>513,175</b>	<b>116,961</b>	<b>29.5</b>	<b>4.5</b>
	These are fixed expenses previous Town Meetings have approved. See chart below for further details							
	<b>Subtotal Debt Service</b>	<b>1,790,402</b>	<b>1,437,849</b>	<b>1,285,214</b>	<b>1,422,687</b>	<b>137,473</b>	<b>10.7</b>	<b>-1.1</b>
830	<b>County Retirement Assess.</b>	<b>172,495</b>	<b>181,881</b>	<b>170,634</b>	<b>193,272</b>	<b>22,638</b>	<b>13.3</b>	<b>6.3</b>
912	<b>Other Benefit Insurance</b>	<b>33,318</b>	<b>37,252</b>	<b>42,700</b>	<b>42,433</b>	<b>-267</b>	<b>-0.6</b>	<b>13.9</b>
913	<b>Deferred Compensation</b>	<b>6,350</b>	<b>6,000</b>	<b>6,000</b>	<b>900</b>	<b>-5,100</b>	<b>-85.0</b>	<b>-85.0</b>
914	<b>FICA</b>	<b>11,000</b>	<b>11,800</b>	<b>19,500</b>	<b>22,500</b>	<b>3,000</b>	<b>15.4</b>	<b>90.7</b>
915	<b>Medical, Life, &amp; LTD Ins.</b>	<b>490,000</b>	<b>550,005</b>	<b>588,350</b>	<b>709,011</b>	<b>120,661</b>	<b>20.5</b>	<b>28.9</b>
945	<b>Liability Insurance</b>	<b>55,382</b>	<b>44,928</b>	<b>51,200</b>	<b>77,842</b>	<b>26,642</b>	<b>52.0</b>	<b>73.3</b>
	These numbers change with the needs of Town and School Employees. They are not negotiable, unless benefits are renegotiated within the various contracts, or if the Town chooses to offer additional benefits outside of existing agreements.							
	<b>Subtotal Employee Benefits</b>	<b>768,545</b>	<b>831,866</b>	<b>878,384</b>	<b>1,045,958</b>	<b>167,574</b>	<b>19.1</b>	<b>25.7</b>
	<b>Budget Total</b>	<b>11,414,048</b>	<b>12,065,355</b>	<b>13,493,253</b>	<b>14,575,125</b>	<b>1,081,872</b>	<b>8.0</b>	<b>20.8</b>
<b>Summary by Category</b>		<b>FY00 Actual</b>	<b>FY '01 Actual</b>	<b>FY '02Budget</b>	<b>FY'03 Rec.</b>	<b>\$\$ Change</b>	<b>1 Yr. % Chng</b>	<b>2 Yr. % Chng</b>
General Government		762,018	846,359	1,036,031	1,085,350	49,319	4.8	28.2
Protection		1,088,612	1,288,550	1,601,920	1,602,074	154	0.0	24.3
Education		6,323,779	6,873,174	7,802,146	8,547,490	745,344	9.6	24.4
Health and Public Works		558,754	643,201	714,723	683,165	-31,558	-4.4	6.2
Other		121,938	144,356	174,835	188,401	13,566	7.8	30.5
Debt Service		1,790,402	1,437,849	1,285,214	1,422,687	137,473	10.7	-1.1
Employee Benefits		768,545	831,866	878,384	1,045,958	167,574	19.1	25.7
<b>Budget Total</b>		<b>11,414,048</b>	<b>12,065,355</b>	<b>13,493,253</b>	<b>14,575,125</b>	<b>1,081,872</b>	<b>8.0</b>	<b>20.8</b>

<b>Town Salary Vs. Expense Breakdown</b>	<b>FY '00</b>	<b>FY '01</b>	<b>FY '02</b>	<b>FY '03</b>	<b>1 Yr % Chng.</b>	<b>2 Yr % Chng</b>	<b>3 Yr % Chng</b>
Total Town Salaries	1,644,801	1,923,684	2,372,931	2,455,908	3.5	27.7	49.3
Total Town Expenses	1,655,066	1,830,648	2,032,962	2,149,040	5.7	17.4	29.8
Total Education	6,323,779	6,873,174	7,802,146	8,547,490	9.6	24.4	35.2
Debt Service	1,790,402	1,437,849	1,285,214	1,422,687	10.7	-1.1	-20.5
<b>Budget Total</b>	<b>11,414,048</b>	<b>12,065,355</b>	<b>13,493,253</b>	<b>14,575,125</b>	<b>8.0</b>	<b>20.8</b>	<b>27.7</b>

<b>Debt Service Breakdown</b>							
		<b>FY '01</b>		<b>FY '02</b>		<b>FY '03</b>	
<b>Account Name</b>	<b>Year Retired</b>	<b>Principal</b>	<b>Interest</b>	<b>Principal</b>	<b>Interest</b>	<b>Principal</b>	<b>Interest</b>
Blanchard School	FY '18	350,000	309,138	350,000	293,913	350,000	278,688
Steele Farm	FY '01	70,000	1,680	Retired	Retired	Retired	Retired
A/B Region--Other Debt.						51,512	2,058
A/B Region--High School Construction	***BAN		45,789		***39,176	0	79,640
A./B Region-- Junior High Construction	***BAN		54,643		***138,318	0	75,630
Fire Pumper Truck	FY '05	53,000	11,997	53,000	9,331	53,000	6,665
Transfer Station	FY '01	31,687	666	Retired	Retired	Retired	Retired
Police Communications System	FY '01	8,314	175	Retired	Retired	Retired	Retired
Flagg Hill Land Purchase	FY' 04	280,000	41,160	280,000	31,360	280,000	21,000
Hetz Land Purchase	FY '04	100,000	17,000	100,000	12,750	100,000	8,500
Blanchard Design	FY '03	54,000	8,600	106,000	5,110	BAN paid	BAN paid
Blanchard Water and Septic	BAN				43,750	0	18,954
Hetz Recreation Field Development	TBD					0	19,040
Library Construction	TBD					0	0
DPW Sander & Truck	??					75,000	3,000
<b>Total</b>		<b>947,001</b>	<b>490,848</b>	<b>889,000</b>	<b>396,214</b>	<b>909,512</b>	<b>513,175</b>

\*\*\* These figures are reflected in the FY'02 Operating Budget within the AB Regional School assessment. They are still considered Debt Service because they represent bonded funds we are obligated to pay by prior Town Meeting votes.

Currently, we have several large capital purchases being covered by Bond Anticipation Notes (BANs) including Library Construction, Acton Boxborough Junior and Senior High School Construction, Hetz Field Development, and the Blanchard Water and Septic solution. In the near future, these items will need to be bonded. At that time we will become responsible for paying both principal and interest rates.

**Article 6        Revolving Fund - Electrical Inspection \*\***  
(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving fees and paying the Electrical Inspector for inspections conducted by him up to Ninety-Eight Thousand Six Hundred Seventy-Three Dollars (\$98,673), to be under the direction of the Building Inspector who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2003 be carried over into fiscal year 2004 to pay for inspections for permits not yet completed; or take any other action relative thereto.

**The Board of Selectmen Recommends (5 – 0).**

**The Finance Committee Recommends Unanimously.**

This article is required to re-authorize the revolving fund established to pay electrical inspectors from the fees collected for the indicated purpose, and to set the maximum annual disbursement from the fund. Currently, the applicable fee schedule states that 90% of electrical inspection fees collected must be disbursed to the Electrical Inspector, and 10% remains for Town administrative fees. Due to the large commercial property development occurring over the last few years, the disbursement cap must be increased to \$98,673 in order to be able to meet the percentage commitments. This article has no tax rate implications to the Town.

**Action on Article 6**, May 14, 2002. On Mr. Brown's motion, this article carried unanimously on the Consent Agenda.

**Article 7        Revolving Fund - Plumbing and Gas Inspection \*\***  
(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving fees and paying the Plumbing/Gas Inspector for inspections conducted by him up to Thirty Thousand Dollars (\$30,000) to be under the direction of the Building Inspector who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2003 be carried over into fiscal year 2004 to pay for inspections for permits not yet completed; or take any other action relative thereto.

**The Board of Selectmen Recommends (5 – 0).**

**The Finance Committee Recommends Unanimously.**

This article is required to re-authorize the revolving fund established to pay the Plumbing and Gas Inspectors from the fees collected for the indicated purpose, and to set the maximum annual disbursement from the fund. Currently, the applicable fee schedule states that 90% of plumbing and gas inspection fees collected must be disbursed to the Plumbing and Gas Inspector, and 10% remains for Town administrative fees. The disbursement is capped at the same level as in FY '02 (\$30,000) and has no tax rate implications to the Town.

**Action on Article 7**, May 14, 2002. On Mr. Brown's motion, this article carried unanimously on the Consent Agenda.

**Article 8        Revolving Fund - Fire Arms Permits \*\***  
(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving monies and paying expenses for the Fire Arms Permits up to Two

Thousand Dollars (\$2,000) to be under the direction of the Police Chief who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2003 be carried over into fiscal year 2004 to pay for expenses not yet completed; or take any other action relative thereto.

**The Board of Selectmen Recommends (5 – 0).**

**The Finance Committee Recommends Unanimously.**

This article re-authorizes the existing revolving fund for the purposes indicated. According to State firearms law, the Police Department collects fees when issuing a firearms permit. They must then submit 50% of those fees to the State. This fund allows the financial mechanism to achieve this efficiently. It is capped at the same level as FY'02 (\$2,000) and has no tax rate implications to the Town.

**Action on Article 8, May 14, 2002.** On Mr. Brown's motion, this article carried unanimously on the Consent Agenda.

**Article 9        Revolving Fund - Library Fines\*\***

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E 1/2 to reauthorize a revolving fund up to Two Thousand Dollars (\$2,000) for purposes of receiving library fines and penalties and that all fines and penalties be deposited in said fund to pay for library materials acquisitions, to be under the direction of the Library Director who shall approve all such expenditure; and further to provide that the monies remaining in the

fund at the end of the fiscal year 2003 be carried over into fiscal year 2004 to pay for expenses not yet completed; or take any other action relative thereto.

**The Board of Selectmen Recommends (5 – 0).**

**The Library Board of Trustees Recommends.**

Trustees recommend passage of this article. It would permit the library to use fines, collected for late or missing books, up to \$2,000 per year for book acquisitions and replacements.

**The Finance Committee Recommends Unanimously.**

In the past, library fines and fees were returned to the Town's General Fund on an annual basis. The Finance Committee believes that it makes sense that the library be allowed to use these modest fees to replace and/or augment their current holdings. Any fees collected over \$2,000 will roll into the Town's General Fund.

**Action on Article 9, May 14, 2002.** On Mr. Brown's motion, this article carried unanimously on the Consent Agenda.

**Article 10        Revolving Fund - Dog License Fees\*\***

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44 Section 53E 1/2 to reauthorize a revolving fund for the purpose of receiving dog licensing fees and that all licensing fees and penalties be deposited in said fund to pay for costs up to a maximum of Four Thousand Dollars (\$4,000) annually relating to the licensing, damage to livestock and fowl, and penalties paid to the Dog Officer, to be under the direction of the Town Clerk who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2003 be carried over into fiscal year 2004 to pay for expenses not yet completed; or take any other action relative thereto.

**The Board of Selectmen Recommends (5 – 0).**

**The Finance Committee Recommends Unanimously.**

This article re-authorizes the existing revolving fund. It allows for the acceptance of licensing fees and provides the financial mechanism to pay for the expenses related to licensing, assessing fines and for damage to fowl or livestock. It is funded at the same level as authorized in FY'02 and has no tax rate implications to the Town.

**Action on Article 10**, May 14, 2002. On Mr. Brown's motion, this article carried unanimously on the Consent Agenda.

**Article 11      Revolving Fund – Steele Farm\*\***  
(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to authorize a revolving fund for purposes of receiving monies from the sale of Christmas trees activities and paying expenses for the Steele Farm up to Three Thousand Dollars (\$3,000), to be under the direction of the Steele Farm Advisory Committee who shall approve all such expenditure by a majority vote; and further to provide that the monies remaining in the fund at the end of fiscal year 2003 be carried over into fiscal year 2004 to pay for expenses not yet completed; or take any other action relative thereto.

**The Board of Selectmen Recommends (5 – 0).**

**The Finance Committee Recommends Unanimously.**

The Steele Farm Advisory Committee has plans to revitalize the Christmas tree lot at Steele Farm. This Revolving Fund will provide the financial mechanism to allow the committee to use funds raised by the sale of these trees for Steele Farm maintenance and expenses.

**Action on Article 11**, May 14, 2002. On Mr. Brown's motion, this article carried unanimously on the Consent Agenda.

**Article 12      Elderly Tax Relief – Increase in Exemptions\*\***  
(Majority vote required)

To see if the Town will vote to accept Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, providing for an increase up to 100% in certain property tax exemptions for qualifying senior citizens, disabled veterans and other individuals; or take any other action relative thereto.

**The Board of Selectmen Recommends (5 – 0).**

This elderly tax relief-increase in exemptions article was passed at the 1999 Annual Town Meeting and at present a number of Boxborough's seniors, disabled veterans and other qualified citizens are enjoying the benefits.

The DoR has advised us that we must vote to accept this chapter every year and as a result this article appears on this warrant and should be labeled housekeeping.

**The Finance Committee Recommends Unanimously.**

At the May 1999 Annual Town Meeting the Town approved Elderly Tax Relief according to the state statute listed above. State law requires that this be re-authorized by the taxpayers annually prior to the setting of the tax rate. This tax relief act has stringent income and asset guidelines. While the total senior-citizen property tax abatement associated with this program is small, the Finance Committee believes that it is important to assist older residents

who may be on fixed incomes. There is a negligible increase in the tax obligation of citizens not taking advantage of this program to compensate for the revenue lost.

**Action on Article 12**, May 14, 2002. On Mr. Brown's motion, this article carried unanimously on the Consent Agenda.

**Article 13      Acceptance of MGL Ch 129 § 15\*\***  
(Majority vote required)

To see if the Town will vote to accept Section 15 of Massachusetts General Laws Chapter 129, Paragraph 2 which shall cause the nomination of the Inspector of Animals to be made by the Board of Health and not by the Selectmen; or take any other action relative thereto.

**The Board of Selectmen Recommends (5 – 0).**

**The Finance Committee Recommends Unanimously.**

This is an administrative issue, and has no financial impact to the town.

**Action on Article 13**, May 14, 2002. On Mr. Brown's motion, this article carried unanimously on the Consent Agenda.

**Article 14      Tokatawan Spring Lane Road Acceptance\*\***  
(Majority vote required)

To see if the Town will vote to accept the laying out and establishment as a Town Way, a way known as Tokatawan Spring Lane, together with the right to install, maintain, replace and repair all drainage structures constructed in the way and in appurtenant drainage easements and to discharge surface and subsurface drain water in the appurtenant drainage easements, with the boundaries and measurements of the way shown on the plans entitled: "Definitive Plan of Steele Farm Subdivision in Boxborough, Mass.," prepared for: J.S. Kangas and Associates, scale 1"=40', dated: October 6, 1989, last revised March 10, 1995 drawn by: Acton Survey and Engineering, Inc. 277 Central Street, Acton, MA 01720, recorded with Middlesex South District Registry of Deeds as Plan No. 1142 of 1996, in Book 26807, Pages 333-337, and to which plan reference may be had for a more particular description of said Tokatawan Spring Lane; and "As Built Plan for Steele Farm Tokatawan Spring Lane" prepared by Stamski and McNary Inc., dated November 23, 1999 and to authorize the Selectmen to acquire, by gift, the fee or any lesser interest in said way for all purposes for which public ways are used in the Town, as well as easements for drainage or otherwise in any of the lands as may be necessary in connection with use of Tokatawan Spring Lane as a public way; or take any other action relative thereto.

**Summary**

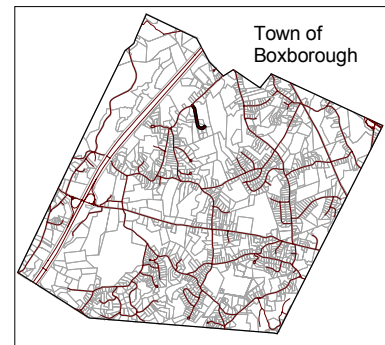
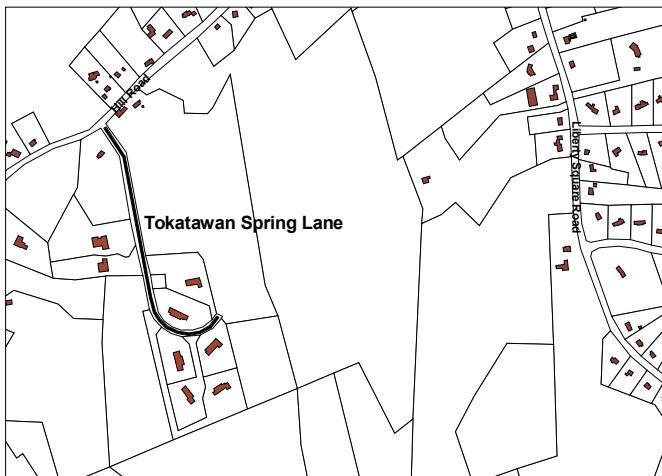
The Planning Board moved to pass over this article at the last annual town meeting because the applicant had not obtained a Certificate of Compliance from the Conservation Commission. A Certificate of Compliance was issued on December 5, 2001 and recorded on January 4, 2002. All other items for road acceptance have been completed, and the road is now ready for acceptance.

**The Planning Board Recommends.**

**The Finance Committee Recommends Unanimously.**

We hope this is the last time we have to see this article on the warrant! We have been informed that all legal requirements have been met and the Planning Board, Conservation Commission, and Highway Department have reviewed and recommended the acceptance of Tokatawan Spring Lane.





**Action on Article 14, May 14, 2002.** On Mr. Brown's motion, this article carried unanimously on the Consent Agenda.

**Article 15      Revolving Fund – Integrated Preschool Program**  
(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to authorize a revolving fund for purposes of receiving monies and paying expenses for the Integrated Preschool Program up to Forty-Four Thousand Dollars (\$44,000), to be managed by the Blanchard Memorial School Business Manager, who under the direction of the Boxborough School Committee and Blanchard Memorial School Superintendent, shall approve all such expenditures; and further to provide that the monies remaining in the fund at the end of fiscal year 2003 be carried over into fiscal year 2004; or take any other action relative thereto.

**The Boxborough School Committee Recommends.**

The Boxborough School Committee unanimously recommends the creation of a revolving account for the Integrated Preschool. A revolving account will allow the Blanchard School to accept tuitions for typically developing Boxborough students and for out-of-district Special Education students. The revolving account will be used for payment of expenses associated with the Preschool.

**The Finance Committee Recommends Unanimously.**

The School Committee has voted to create an Integrated Pre-School Program at Blanchard School as indicated in their summary. This initiative has long-term potential for both improving services to Boxborough's children and efficiently managing costs. Funds deposited in the revolving fund may be used only for expenses associated with the Integrated Pre-School Program. Should this article not pass, Article 5 will need to be re-opened and adjusted to accommodate estimated program expenses.

**Action on Article 15, May 14, 2002.** Ms. Neville made a motion to take this article out of order. This motion carried unanimously. It was stated that this year the program should break even. The class is already full with six special needs students and eight students without special needs. On Ms. Neville's motion, the Town did vote, unanimously, to authorize a revolving fund pursuant to the provisions of MG.L. Chapter 44, Section 53E1/2 for purposes of receiving monies and paying expenses for the Integrated Preschool Program up to Forty-Four Thousand Dollars (\$44,000), to be managed by the Blanchard Memorial School Business Manager, who under the direction of the Boxborough School Committee and Blanchard Memorial School Superintendent, shall approve all such

expenditures; and further to provide that the monies remaining in the fund at the end of fiscal year 2003 be carried over into fiscal year 2004.

#### **Article 16 Two-Thirds Vote Count Bylaw**

(Majority vote required)

To see if the Town will vote to amend its General Bylaw by adding the following Bylaw:

On Town Meeting matters requiring a two-thirds vote by statute, a count need not be taken unless the vote so declared by the Moderator is immediately questioned by seven or more registered voters as provided in General Laws, Chapter 39, Section 15 (or as otherwise provided in these bylaws).

or take any other action relative thereto.

**The Board of Selectmen respects the will of Town Meeting and therefore is not making a recommendation on this article.**

#### **The Finance Committee Does Not Recommend, by Unanimous Vote.**

While the Finance Committee is sensitive to the issue of streamlining town meeting procedures, we believe that the current system of voting the 2/3 Vote Count Rule at each meeting, versus establishing a permanent Bylaw, is an easy and useful reminder to the voters of their rights.

**Action on Article 16, May 14, 2002.** Mr. Wheeler's motion to amend the General Bylaws of the Town of Boxborough by adding the Two-thirds Count Bylaw, as written in the warrant under Article 16 was defeated by a vote of 34 in favor; 41 opposed.

#### **Article 17 Snow Removal Bylaw**

(Majority vote required)

To see if the Town will vote to amend its General Bylaw by adding the following Bylaw:

- Section 1. The tenant or occupant, and in case there is no tenant or occupant, the owner, or any other person having the care of any building or lot of land abutting upon any street, lane, court, square or public place within the Town where there is a sidewalk, shall exert reasonable effort to keep sidewalks free of snow and ice. If the sidewalk becomes covered with ice that cannot be readily removed, the tenant, occupant or owner shall place sand or ashes on the sidewalk to render it safe for pedestrians.
- Section 2. The owner, or any other person having the care of any building abutting upon or any part of which stands within fifteen (15) feet of the line of any public street, the roof of which building pitches or slopes toward the street or sidewalk, shall fit or provide such roof with snow barriers or guards sufficient to eventually prevent the sliding of snow and ice from such building into any part of the street or sidewalk.
- Section 3. No person shall lay, throw or place or cause to be placed any ice or snow on that portion of any street or sidewalk within the Town, which has been cleared or plowed for travel. No snow shall be plowed across any public way by any private plow to deposit snow from one property to another. No snow shall be deposited in such a way as to obstruct the operation of any fire hydrant, including Fire Department connections to buildings, cisterns and dry hydrants.

Section 4. This bylaw may be enforced through the non-criminal disposition procedures established by the Enforcement Bylaw, dated September 13, 1990.

The penalty for violation shall be \$10.00.

The Building Inspector/Code Enforcement Officer, when he shall determine there to be a public safety issue, shall be authorized to enforce this bylaw. This decision may be appealed in writing to the Town Administrator within seven days of the notice of violation.

Section 5. To the extent that any particular provision of this bylaw is determined to be invalid, such invalidation shall not affect the validity of any other provision.

or take any other action relative thereto.

**The Board of Selectmen Recommends (4 - 1).**

Snow removal on sidewalks is an important issue of liability to the town but is an even more important issue of public safety for the residents. While the proposed bylaw is modeled after the bylaws of the majority of communities within the 495 beltway, it has been shaped specifically to fit the character of Boxborough. Specifically, the bylaw is not meant to be punitive or encourage a general enforcement in inappropriate areas. Rather it is intended to prescribe a general responsibility for property owners. Alternatively, an additional town service would have been required to accomplish the indicated activities which would have significant capital and operations costs inconsistent with demand.

**The Finance Committee Defers Our Recommendation.**

The Finance Committee will make a recommendation at Town Meeting after resolving with the Board of Selectmen several questions regarding the purpose, clarity, and consequences of provisions in the proposed Bylaw.

**Action on Article 17**, May 14, 2002. The Finance Committee does not recommend. Mr. Brown made a motion to table discussion on Article 17. This motion carried. Mr. Brown made a motion to waive the 10:30 time limit for taking up new articles. This motion carried. A motion was made and carried to take Article 17 off the table. Sue Spencer made a motion to move the question. This motion carried. Mr. Rudolph's motion to amend the General Bylaws of the Town of Boxborough by adding the Snow Removal Bylaw as printed in the warrant under Article 17 did not carry.

**Article 18 Capital Improvements – Town Hall Phone System**

(Two-thirds vote required for bonding; otherwise majority vote required)

To see if the Town will vote to raise and appropriate, or appropriate from available funds, or borrow or otherwise provide the sum of Twenty Thousand Three Hundred Fifty Dollars (\$20,350), more or less, for the purpose of acquiring a new telephone system for Town Hall; or take any other action relative thereto.

**The Board of Selectmen Recommends (5 - 0).**

Continuing the trend of responsive government, this article would enable the conversion of an inadequate phone system no longer supported by the vendor and update the system to the standards recently accomplished at other town facilities. Commensurate with our small town character, personal reception will be maintained, but messages and information will be conveyed more effectively for individuals knowing the target department or employee. This will allow the professionals at Town Hall to focus on their principal responsibilities.

**The Finance Committee Defers Our Recommendation.**

The Finance Committee will make a recommendation at Town Meeting pending investigation of the scope and technical alternatives of the proposed new system. Key information from the several applicable technical and cost

proposals is not yet available. BITcom (Boxborough Information Technology Committee) is currently evaluating the available technical and cost data, and will provide a recommendation prior to Town Meeting. We believe that there is a demonstrated need to upgrade the current telephone system, but at present have insufficient information to make a determination.

**Action on Article 18, May 14, 2002.** The Finance Committee recommends this article by a vote of 5-4. Ms. Grossman stated that she supports this article. Mr. Follett made a motion to move the question. This motion carried. On Mr. Bunyard's motion, the Town did vote to transfer from Free Cash the sum of Fifteen Thousand Dollars (\$15,000) for the purpose of acquiring a new telephone system for Town Hall.

#### **Article 19      Capital Improvements – Town Space Needs Design Fees** (Majority vote required)

To see if the Town will vote to raise and appropriate, or appropriate from available funds, or borrow or otherwise provide the sum of Ten Thousand Dollars (\$10,000), more or less, for the purpose of hiring an architect to redesign space for Town operations; or take any other action relative thereto.

#### **The Board of Selectmen Recommends (5 - 0).**

This is a small price to pay to get a plan in place to meet the evergrowing need for space to efficiently conduct Town operations.

#### **The Finance Committee Defers Our Recommendation, Pending Further Discussion with the Board of Selectmen.**

We agree that there are needs for reallocation and improvement of spaces at Town Hall, the Sargent Memorial Library, and the Police Station. Further information on the uses of the proposed funds is necessary before we can make an informed recommendation.

**Action on Article 19, May 14, 2002.** The Finance Committee recommends. It was felt that the Town should wait and consider all available sites. There was a question whether \$10,000 was enough to evaluate all buildings, and it was recommended that this article be considered at a future date. It was also suggested that the Permanent Building Committee should do this. Ms. Neville made a motion to move the question. This motion carried. Mr. Bunyard's motion that the Town transfer from Free Cash the sum of Ten Thousand Dollars (\$10,000), for the purpose of hiring an architect to redesign space for Town operations did not carry.

#### **Article 20      Revaluation Consultant** (Majority vote required)

To see if the Town will vote to raise and appropriate, or appropriate from available funds, or borrow or otherwise provide the sum of Forty Thousand Dollars (\$40,000), more or less, for the purpose of hiring a revaluation consultant to work with the Assessor's Office; or take any other action relative thereto.

#### **The Board of Selectmen Recommends (5 - 0).**

Every three years, the Department of Revenue must certify that the town's property values meet State requirements of 100% valuation. The last professional revaluation of property values was performed in the mid 1980's. Recent Financial Review by DoR strongly recommends that the town enlist services of a professional appraiser for commercial property and personal property. Commercial valuation is a highly specialized field, best done by experts. During the certification year, the workload in the Assessor's office increases dramatically. Hiring consultants will result in more fair and equitable assessments, which will minimize the chances of costly appeals at the Appellate Tax Board.

**The Finance Committee Recommends Unanimously.**

The Town is required to do a revaluation of all properties every three years in order to adjust for market trends and ensure equitable values. This routine revaluation has been based upon state-approved formulas reflecting sales and other relevant data. Periodically, this type of formula-revaluation must be enhanced by detailed evaluations of individual properties. This has not been done in over a decade. The Finance Committee agrees it is necessary to hire outside consultants in order to accomplish the scope of work in a timely fashion as well as to take advantage of the expertise such a consultant would offer. This work will begin in July 2002, and must be completed prior to the Tax Rate Setting in November 2002.

The key values provided by the consultants include:

- Mastery of Mass. Department of Revenue (DoR) requirements,
- Professional staff experienced in similar revaluations for area towns,
- Extensive experience in developing revaluation models,
- Timely filing of all required DoR reports.

**Action on Article 20, May 14, 2002.** On Mr. Bunyard's motion, the Town did vote, unanimously, to transfer from Free Cash the sum of Forty Thousand Dollars (\$40,000) for the purpose of hiring a revaluation consultant to work with the Assessor's Office.

**Article 21 Purchase of Affordable Housing Restrictions on Condominium Units**

(Two-thirds vote required)

To see if the Town will vote to borrow the sum of Two Hundred Thousand Dollars (\$200,000), more or less, pursuant to Chapter 44, Section 7 of the General Laws as amended or any other enabling authority, for the purpose of funding the purchase of affordable housing restrictions under General Laws Chapter 184 Sections 31 and 32 on two bedroom condominium units within the Town for the purpose of making them available, as Commonwealth of Massachusetts Department of Housing and Community Development (DHCD) certified affordable housing under MGL Chap 40 B to qualified applicants, including costs incidental and related thereto, such vote to be contingent upon passage of a proposition two and one-half debt exclusion vote in accordance with M.G.L. Chapter Fifty-Nine, Section Twenty-One C (k); or take any other action relative thereto.

**The Board of Selectmen Recommends (4 - 1).*****Majority opinion***

A majority of the Board of Selectmen recommends. The Boxborough Housing Board's Affordable Housing Long-Range Plan was approved at the 2001 ATM. This plan outlines a 20-year schedule to produce affordable housing in Boxborough through a balanced strategy of condominium conversion ("exchange"), town-sponsored Open Space Affordable Housing and private initiatives. In accordance with the Long-Range Plan, the Housing Board's goal is to produce more than 50% of total affordable units through condominium exchange. With funds approved at the November 2001 STM, the Housing Board contracted a study of market and financial feasibility factors for a condominium exchange program. That study has been completed and the results used by the BHB to develop a condo exchange plan to produce DHCD-recognized affordable housing through the purchase of affordable housing deed restrictions on selected 2 bedroom condominium units. The Housing Board's proposed condo exchange program offers good leverage of town funds and avoids the complications of town equity participation in real estate transactions. Approval of this article will permit Boxborough and the Housing Board to take an important next step, moving beyond feasibility studies and into action for the production of affordable housing units.

***Minority opinion***

A minority of the Board of Selectmen believes that decisions on the Condo Exchange Plan should be deferred until more information is available on the Open Space Affordable Housing (OSAH) alternative. OSAH may be the preferred and more cost-effective approach to meeting state goals, and appears to offer additional benefits of

protecting open space and minimizing overall housing density. It is recognized that the development of a concrete OSAH proposal is a complex matter and may require significant time. To help the voters be well-informed about choices, the Housing Board is encouraged to present a cost-benefit analysis of OSAH versus Condo Exchange approaches to achievement of affordable housing goals.

**The Finance Committee Recommends Unanimously.**

The Finance Committee supports the efforts of the Boxborough Housing Board to provide a balanced solution to our affordable housing needs. The Condo Conversion Plan promises a cost-effective means of adding affordable housing stock. The mechanism for implementing this plan is in its infancy, and the associated costs are not known with great certainty.

The funding mechanism proposed represents a short-term strategy to accommodate the conversion plan to the current difficult fiscal environment. Due to the uncertainties in conversion costs, the Finance Committee agrees with the BoS recommendation that this expense be initially bonded. We expect that recurring out-year costs will be included in the operating budget for the corresponding fiscal year. The objectives of the Housing Board require a long-term commitment to sizable annual investments aimed at enlarging our affordable housing stock. The Finance Committee intends to work with the Boxborough Housing Board to develop a viable long term funding strategy.

**Action on Article 21**, May 13, 2002. Rental units can be counted towards affordable housing, but would require someone to manage it. This is something that the Town does not want to do. We would also have to buy the unit or build it (which would cost more money) in order for it to be affordable. Ms. Kroll urged the Town to vote for this article. We have housing in the affordable range, but we can't count it. Ms. Neville made a motion to move the question. This motion carried unanimously. On Mr. Wagg's motion the Town did vote to appropriate the sum of Two Hundred Thousand Dollars (\$200,000), for the purpose of funding the purchase of affordable housing restrictions under General Laws Chapter 184 Sections 31 and 32 on two bedroom condominium units within the Town for the purpose of making them available, as Commonwealth of Massachusetts Department of Housing and Community Development (DHCD) certified affordable housing under MGL Chap 40 B to qualified applicants, including costs incidental and related thereto, that to meet said appropriation the Treasurer with the approval of the Board of Selectmen is authorized to borrow \$200,000 pursuant to Chapter 44, Section 7(3) of the General Laws as amended, or any other enabling authority, such vote to be contingent upon passage of a proposition two and one-half debt exclusion vote in accordance with M.G.L. Chapter Fifty-Nine, Section Twenty-One C (k). The vote on Article 21 was 154 in favor; 11 opposed.

This session of the Town Meeting was adjourned at 10:40 p.m. and reconvened on Tuesday, May 14<sup>th</sup> at 7:30 p.m. with 104 voters in attendance.

**Article 22      Amendments to the Wireless Communication Facilities Bylaw**  
(Two-thirds vote required)

To see if the Town will vote to amend the Boxborough Zoning Bylaw, with regard to the regulation of Wireless Communication Facilities, by:

- a. Amending the first sentence of Section 4830. General Requirements to read as follows:  
Wireless Communication Facilities shall be allowed only in the Wireless Communication Facilities Overlay District only upon issuance of a special permit in accordance with the provisions of M.G.L Ch. 40A s.9, this By-law and any rules and regulations adopted hereunder.
- b. Amending Section 4835 to read as follows:  
No tower shall be located within one mile of another such tower.
- c. Inserting a new Section 4831 to read as follows:

Wireless Communication Facilities should be concealed within existing structures where possible.

And renumbering existing Sections 4831 through 4846 accordingly

- d. Adding the following sentence to existing Section 4838:  
All equipment areas shall be landscaped and screened from public view.
- e. Adding a new Section 4848 to read as follows:  
A qualified engineer has certified that the facility is designed to meet all health and safety standards of applicable state and federal law.
- f. Amending Section 5420 to require site plan approval for Wireless Communication Facilities by inserting the phrase “wireless communication facility” between the word “office” and the word “multiple” in the first sentence.
- g. Amending Section 2110. Types of Districts by adding a new Section 2119B. Wireless Communication Facilities Overlay.
- h. Amending the first sentence of Section 2120. Location of Districts to read as follows:  
Said Districts, with the exception of the Aquifer Protection, Wetlands and Watershed Protection, Flood Plain, and Wireless Communication Facilities. Overlay Districts, which are individually mapped, are located and bounded as shown on a map entitled: “Zoning Map of Boxborough, Massachusetts” dated March 11, 1969 as amended and on file in the office of the Town Clerk.
- i. Adopting a new Wireless Communications Overlay District map, dated May 2002 showing the boundaries of said district.
- j. Amending Section 2200. Use Regulations by changing the Wireless Communication Facility entry under the Section 2233 table of UTILITY AND PUBLIC SERVICE USES to read as follows:

	<u>DISTRICTS</u>						
	AR	R1	B	B1	OP	TC	IC
Wireless Communication Facility	-----See Footnote 17-----						
or take any other action relative thereto.							

### Summary

The proposed article creates a new overlay district and adds areas along Massachusetts Avenue (Route 111) where Wireless Communication Facilities may be located by special permit. The amendment includes additional review criteria, and changes the two mile separation requirement to one mile. Thirdly, the amendment requires Site Plan Approval for any Wireless Communication Facility.

### The Board of Selectmen Recommends (5 - 0).

The Selectmen are in favor of any revisions which allow more effective coverage while better addressing abutters' concerns.

### The Finance Committee Recommends Unanimously.

Acceptance of this Bylaw brings Boxborough into compliance with Federal regulations, and may reduce the Town's exposure to legal actions. The addition of Town-owned parcels to the areas where wireless communication facilities may be located will open a potential revenue stream associated with leasing space for such facilities.

**Action on Article 22**, May 16, 2002. Mr. Neville read the “Report of the Planning Board,” as follows:

## Article 22: Amendments to the Wireless Communication Facilities Bylaw

In accordance with MGL Chapter 40A Section 5, the Planning Board conducted a public hearing on April 9, 2002 to review Article 22. A second public hearing was conducted on May 7, 2002, as recommended by Town Counsel, because the changes to the bylaw as originally proposed were significant.

This article was amended based on input from the public hearings, comments from Town Counsel, and input from the joint BITcom, Wireless Carriers, and Planning Board meeting. Changes from the article as printed in the Warrant include: a) changing the one-mile tower separation to 1500 feet; b) adding a 500 foot setback requirement from school buildings; and c) deleting the requirement for Site Plan Approval from the Planning Board.

This article creates a new Wireless Communication Facilities Overlay Zoning District and Map that identifies areas where Wireless Communication Facilities may be located in town. The proposal retains the Board of Appeals as the special permit granting authority for Wireless Communication Facilities.

In addition to the creation of an Overlay District and Map, the amendments change some of the requirements for the issuance of a special permit for Wireless Communication Facilities. Changes to the criteria of the existing Wireless Communication Facilities bylaw are as follows:

- Section 4835 requiring a two-mile separation between towers has been reduced to 1500 feet.
- Adding a preference for concealing antennas within existing structures.
- Adding a 500 foot setback from any school building.
- Adding a landscaping and screening requirement for equipment areas.
- Adding a requirement that a qualified engineer certify that the facility is designed to meet all health and safety standards of applicable state and federal law.

Therefore, the Planning Board recommends approval of Article 22.

### **The Boxborough Planning Board:**

Jennie Rawski, Chairman  
John Markiewicz, Member  
Karen Metheny, Member  
Michael Ashmore, Clerk  
Owen Neville, Member

By accepting the Overlay District and Map, the Hager Land, the Department of Public Work's land, the Fire and Police Station, the Church and the Town Hall would be added to the areas that the towers would be allowed. There was some opposition on the setbacks from the school while others argued the fact that some towns have asked to have towers sited on their flagpoles. Miss Becker made a motion to amend by adding the words "or any residential building" after the words "school building" under section "d." This amendment would eliminate the Town Hall and the church from the overlay. Ms. Neville made a motion to move the question. This motion carried. Ms. Becker's motion to amend did not carry.

Mr. Ashmore made a motion to amend Section 4834 by changing the word "tower" to "Wireless Communication Facilities."

This session was adjourned at 12 midnight without finishing Article 22, to reconvene at 7:30 p.m. on Thursday, May 16<sup>th</sup>.

The third session of this meeting was called at 7:30 p.m. with 53 in attendance.

The discussion on Article 22 was reopened. Mr. Small made a motion to amend Section 4834 by changing the "500" to "1000" and by changing the word "building" to "facility." The earlier motion by Mr. Ashmore was



incorporated in Mr. Small's motion so that Section 4834 now reads "All Wireless Communication Facilities shall be setback a minimum of 1000 feet from any facility." Mr. Bunyard wanted to make it clear, that because of the Federal Communication Act, the Town has very little control. If we make a bylaw that is too restrictive, the towers could be placed anywhere and we wouldn't have any say. Ms. Golden made a motion to move the question. This motion carried unanimously. Mr. Small's motion did not carry. Ms Neville made a motion to move the question. This motion carried unanimously. On Mr. Neville's motion, the Town did vote to amend the Zoning Bylaws under Article 22 as printed in the handout. The vote on this article was 45 in favor; 5 opposed. The contents of the handout are as follows:

- a. Amending the first sentence of Section 4830. General Requirements to read as follows:  
Wireless Communication Facilities shall be allowed only in the Wireless Communication Facilities Overlay District only upon issuance of a special permit in accordance with the provisions of M.G.L Ch. 40A s.9, this By-law and any rules and regulations adopted hereunder.
- b. Amending Section 4835 to read as follows:  
No tower shall be located within 1500 feet of another such tower.
- c. Inserting a new Section 4831 to read as follows:  
Wireless Communication Facilities should be concealed within existing structures where possible.  
  
And renumbering existing Sections 4831 through 4846 accordingly
- d. Adding the following sentence to existing Section 4834:  
All towers shall be setback a minimum of 500 feet from any school building.
- e. Adding the following sentence to existing Section 4838:  
All equipment areas shall be landscaped and screened from public view.
- f. Adding a new Section 4848 to read as follows:  
A qualified engineer has certified that the facility is designed to meet all health and safety standards of applicable state and federal law.
- g. Amending Section 2110. Types of Districts by adding a new Section 2119B. Wireless Communication Facilities Overlay.
- h. Amending the first sentence of Section 2120. Location of Districts to read as follows:  
Said Districts, with the exception of the Aquifer Protection, Wetlands and Watershed Protection, Flood Plain, and Wireless Communication Facilities. Overlay Districts, which are individually mapped, are located and bounded as shown on a map entitled: "Zoning Map of Boxborough, Massachusetts" dated March 11, 1969 as amended and on file in the office of the Town Clerk.
- i. Adopting a new Wireless Communications Overlay District map, dated May 2002 showing the boundaries of said district.
- j. Amending Section 2200. Use Regulations by changing the Wireless Communication Facility entry under the Section 2233 table of UTILITY AND PUBLIC SERVICE USES to read as follows:

	<u>DISTRICTS</u>						
	AR	R1	B	B1	OP	TC	IC
Wireless Communication Facility	-----See Footnote 17-----						

**Article 23      Rezone Portion of IC District #8 to Agricultural-Residential**  
(Two-thirds vote required)

To see if the Town will vote to rezone the portion of Assessor's Parcel 176, as shown in the map below, 750' from the I-495 right-of-way and along the northerly property line of Parcel 176 on Maps 4 and 8 from Industrial-Commercial District #8 to Agricultural-Residential District and to amend the Zoning Map accordingly; and to amend the second paragraph of the DISTRICT #8 INDUSTRIAL-COMMERCIAL "Definition of Districts" which currently reads:

"Southerly by the Northerly line of said Conservation land to a point where a line running parallel to and 750' from the taking line of said 495 intersects such property line; Easterly by said line running parallel to and 750' from said taking line of Route 495 to a point 600' Southerly of the Littleton Town line, Southerly by a line 600 feet from and parallel to said Littleton Town line to a point on the Westerly line of Hill Road; and Easterly by the Westerly line of Hill Road to the point of the beginning."

To read as follows:

"Southerly by the Northerly line of said Conservation land to a point where a line running parallel to and 750' from the taking line of said 495 intersects such property line; Easterly by said line running parallel to and 750' from said taking line of Route 495 to a point approximately 150' Southerly of the Littleton Town line, Southerly by the Northerly property line of Assessor's parcel 176 to a point on the Westerly line of Hill Road; and Easterly by the Westerly line of Hill Road to the point of the beginning."

or take any other action relative thereto.

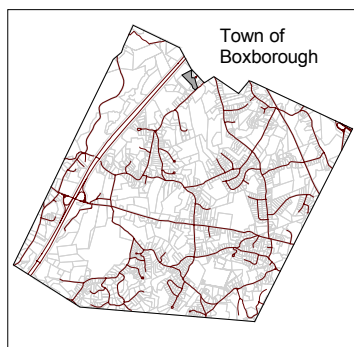
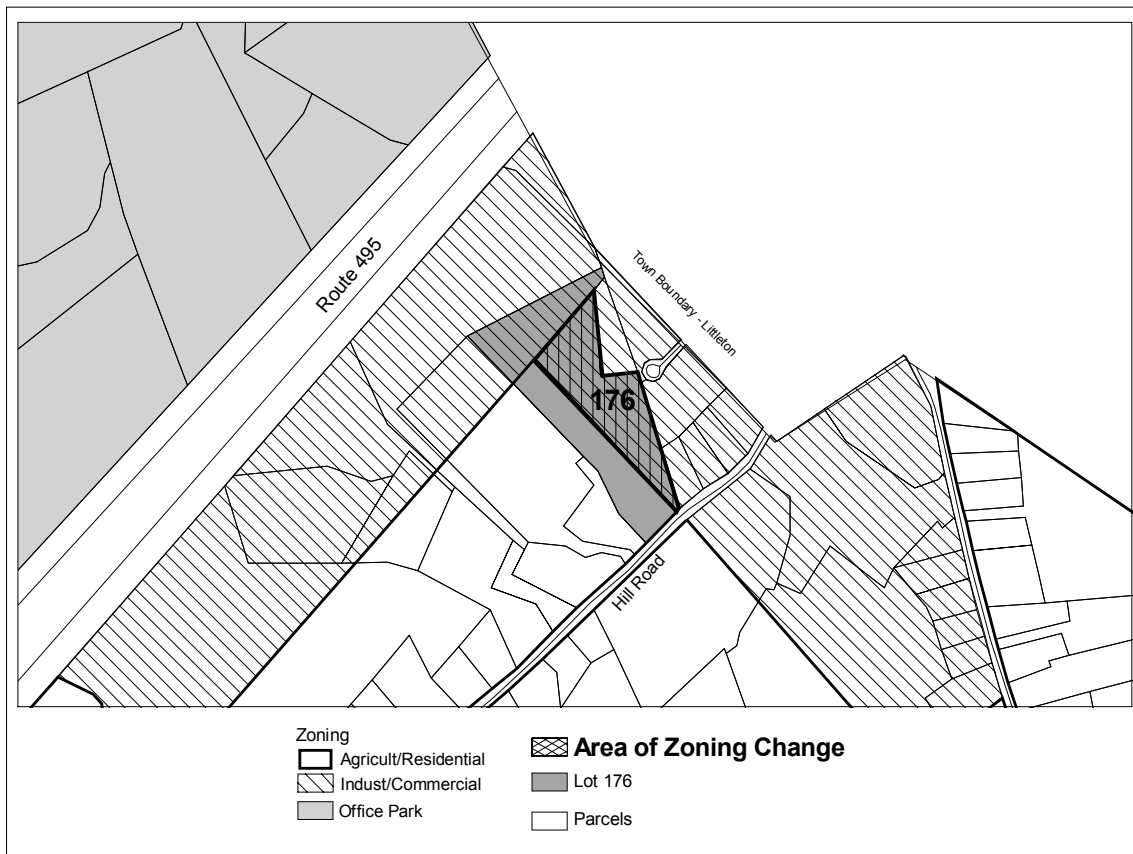
**Summary**

The Planning Board was asked to review the zoning of Industrial-Commercial District #8 as it relates to Parcel 176 off Hill Road. The Planning Board invited all landowners within IC District #8 to a public meeting to review the zoning. After receiving public input, the Planning Board decided to maintain the 750 foot strip of Industrial-Commercial land, and to only rezone the front portion of Parcel 176 to Agricultural-Residential.

**The Finance Committee Recommends Unanimously.**

This action carries small financial impact, should one or two houses be built on the property in question.

## Article 23 Rezone Portion of IC District #8 to Agricultural-Residential



**Action on Article 23, May 16, 2002.** Ms. Metheny read the “Report of the Planning Board,” as follows:

Article 23: Rezone Portion of Industrial-Commercial (IC) District #8 to Agricultural-Residential (AR)

In accordance with MGL Chapter 40A Section 5, the Planning Board conducted a public hearing on April 9, 2002 to review Article 23.

The Planning Board was asked to review the zoning of Industrial-Commercial (IC) District #8 as it relates to Parcel 176 off Hill Road. The Planning Board invited all landowners within IC District #8 to a public meeting to review the zoning. After receiving public input, the Planning Board decided to maintain the 750 foot strip of Industrial-Commercial land, and to only rezone the front portion of Parcel 176 to Agricultural-Residential (AR).

Currently, the land zoned Industrial-Commercial can be used to meet minimum lot size and other “passive” requirements in the Agricultural-Residential District. The potential development of the lot under existing zoning is one additional house lot. The proposed house would be required to be located in the existing AR District.

Under the proposed rezoning, if the land were subdivided through the creation of a new subdivision road to provide frontage for new lots, there could be 4 additional lots created. Subdivision using existing frontage could result in one to two additional lots.

Therefore, the Planning Board recommends approval of Article 23.

**The Boxborough Planning Board:**

Jennie Rawski, Chairman  
John Markiewicz, Member  
Karen Metheny, Member  
Michael Ashmore, Clerk  
Owen Neville, Member

On Ms. Metheny’s motion, the Town did vote, unanimously, to rezone the portion of Assessor’s Parcel 176, as shown in the map printed in the warrant under Article 23 and to amend the Zoning Map accordingly; and to amend the second paragraph of the DISTRICT #8 INDUSTRIAL-COMMERCIAL “Definition of Districts” of the Zoning Bylaw as printed in the warrant under Article 23.

**Article 24 Clarification of Footnote 15 under Entry for Farm in the Use Schedule**

(Two-thirds vote required)

To see if the Town will vote to amend the use schedule for “Farm” contained in Section 2232 of the Zoning Bylaw, by adding to the OP, B and B1 Districts, footnote 15, which presently reads: “Dwellings shall be permitted as accessory structures only in the Agricultural-Residential, Residential 1, and Town Center Districts; ” or take any other action relative thereto.

**Summary**

It has been brought to the Planning Board’s attention that footnote 15 only appears in the Industrial-Commercial (IC) column. This footnote should be referenced in all districts where residential dwellings are not permitted.

**The Finance Committee Recommends Unanimously.**

This is a Planning Board housekeeping article.

**Action on Article 24**, May 16, 2002. Ms. Rawski read the “Report of the Planning Board,” as follows:

Article 24: Clarification of Footnote 15 under Entry for Farm in the Use Schedule

In accordance with MGL Chapter 40A Section 5, the Planning Board conducted a public hearing on April 9, 2002 to review Article 24.

It has been brought to the Planning Board's attention that footnote 15 only appears in the Industrial-Commercial (IC) column. This footnote should be referenced in all districts where residential dwellings are not permitted.

This is a housekeeping item.

Therefore, the Planning Board recommends approval of Article 24.

**The Boxborough Planning Board:**

Jennie Rawski, Chairman  
John Markiewicz, Member  
Karen Metheny, Member  
Michael Ashmore, Clerk  
Owen Neville, Member

The Finance Committee recommends unanimously. On Ms. Rawski's motion, the Town did vote, unanimously, to amend the use schedule for "Farm" contained in Section 2232 of the Zoning Bylaw, as printed in the warrant under Article 24.

**Article 25 Capital Improvements - South Cemetery Shed**  
(Majority vote required)

To see if the Town will vote to raise and appropriate, or appropriate from available funds, or borrow or otherwise provide the sum of Five Thousand Four Hundred Dollars (\$5,400), more or less, for the purpose of replacing the South Cemetery shed; or take any other action relative thereto.

**The Board of Selectmen Recommends (5 - 0).**

The current South Cemetery structure is a safety hazard in dangerous disrepair. A new structure is required to support cemetery operations effectively. The cost of this article is very minimal leveraging the DPW skills and support from Minuteman Regional High School.

**The Finance Committee Recommends.**

The existing South Cemetery shed is not only in a state of disrepair but also poses a potential physical hazard. The cost indicated above will be used for materials, with labor provided by the Highway Department and Minuteman Regional Vocational School students and staff.

**Action on Article 25**, May 16, 2002. Owen Neville made the remark that this shed should "go away;" have it documented and move it. He doesn't think that we need it in that location and that we need a new building that will take care of the hearses and other items. Becky Neville made a motion to move the question. This motion carried unanimously. On Mr. Rudolph's motion, the Town did vote to transfer from FREE CASH the sum of Five Thousand Four Hundred Dollars (\$5,400) for the purpose of repairing or replacing the South Cemetery shed.

A special thanks was given to Tim Rudolph for the three years that he served on the Board of Selectmen.

This session of the town meeting was adjourned at 9:25 p.m.

You are required to serve this Annual Town Meeting Warrant by Posting copies thereof, attested by you, at the Town Hall, at the Sargent Library, at the Police Station, at the Fire Station, and at the Blanchard Memorial School, fourteen days at least, before the time appointed for such meeting.

Hereof, fail not deliver these warrants with your return of service thereon to the Town Clerk on or before April 26, 2002.

**Board Of Selectmen:**

Timmi W. Rudolph, Chairman

David L Birt, Clerk

Simon C. Bunyard

Leslie Fox

Donald R. Wheeler

**Posted:** April 26, 2002 by Richard W. Golden, Constable

**WARRANT AND PROCEEDINGS  
OF THE STATE PRIMARY ELECTION  
HELD ON SEPTEMBER 17<sup>TH</sup>, 2002**

**Middlesex, SS.**

To either of the Constables of the Town of Boxborough, Greeting:

In the name of the Commonwealth you are hereby required to notify and warn the inhabitants of said town who are qualified to vote in elections to vote at

**Ward 1 Precinct 1  
Boxborough Town Hall**

on TUESDAY, THE SEVENTEENTH DAY OF SEPTEMBER, 2002 from 7:00 a.m. to 8:00 p.m. for the following purpose:

To cast their votes in the STATE PRIMARY for the candidates of political parties for the following offices:

Senator in Congress .....	for the Commonwealth
Governor .....	for the Commonwealth
Lieutenant Governor .....	for the Commonwealth
Secretary of State .....	for the Commonwealth
Treasurer .....	for the Commonwealth
Auditor .....	for the Commonwealth
Representative in Congress.....	5 <sup>th</sup> Congressional District
Councillor .....	3 <sup>rd</sup> Councilor District
Senator in General Court .....	Middlesex & Worcester Senatorial District
Representative in General Court.....	37 <sup>th</sup> Middlesex Representative District
District Attorney .....	Northern District
Register of Probate .....	Middlesex County

Specimen Ballots and Cards of Instruction were posted as required by law. The Ballot Box was examined and found to be empty and in order, and the keys were held by the Town Clerk because no Police Officer was assigned. The Election Officials, all duly sworn in before beginning their duties, were Warden, Richard Golden; Clerk,

Virginia B. Richardson; Tellers, Marguerite Hugel, Mary Larson, Ellen Landry, Elaine Garabedian, Barbara Wheeler, Jacqueline Cumming, Anne Canfield and Janet Richards. The counters were Charlene Golden and Barry Harsip.

In the absence of the Moderator, Virginia Richardson opened the polls at 7:00 a.m. and closed the polls at 8:00 p.m. The checklists showed that 1,022 people had voted, but 1,021 ballots were removed from the Ballot Box. There were 685 Democrat ballots cast (including 19 absentee ballots); 335 Republican ballots cast (including 7 absentee ballots); and one Libertarian ballot cast. There were 2,845 active registered voters. The count was completed at 9:30 p.m.

The results of the Democratic election were as follows:

<b>Senator in Congress</b>		<b>Representative in Congress</b>	
John F. Kerry	590	Martin T. Meehan	545
Blanks	95	All Others	1
		Blanks	139
<b>Governor</b>		<b>Senator in General Court</b>	
Thomas F. Birmingham	54	Pamela P. Resor	558
Steven Grossman	5	Blanks	127
Shannon P. O'Brien	228		
Robert B. Reich	246	<b>Representative in General Court</b>	
Warren E. Tolman	139	James B. Eldridge	307
Blanks	13	Ronald Lamothe	4
		Paul E. Linet	271
<b>Lieutenant Governor</b>		David "Doc" L. Westerling	72
Christopher F. Gabrieli	222	Blanks	31
Lois G. Pines	264		
John P. Slattery	105	<b>Auditor</b>	
Blanks	94	A. Joseph DeNucci	468
<b>Attorney General</b>		Blanks	217
Thomas F. Reilly	537		
Blanks	148	<b>District Attorney</b>	
		Martha Coakley	519
<b>Secretary of State</b>		Blanks	166
William Francis Galvin	517		
Blanks	168	<b>Councillor</b>	
		Marilyn M. Petitto Devaney	440
<b>Treasurer</b>		Blanks	275
Michael P. Cahill	82		

Timothy P. Cahill	230	<b>Register of Probate</b>	
Steven J. Murphy	51	John R. Buonomo	85
James W. Segel	143	Diane Poulos Harpell	356
Blanks	69	Ed McMahon	49
		Blanks	195

The results of the Republican Primary are as follows:

<b>Senator in Congress</b>		<b>Senator in General Court</b>	
Jack E. Robinson	1	Mary Jane Hillery	232
Blanks	334	Blanks	103

<b>Representative in Congress</b>		<b>Representative in General Court</b>	
Charles McCarthy	129	Todd D. Fenniman	267
Thomas P. Tierney	139	Blanks	68
Blanks	67		

<b>Governor</b>		<b>Attorney General</b>	
Mitt Romney	308	Blanks	335

Jim Rappaport	1	<b>Secretary of State</b>	
Blanks	26	Jack E. Robinson	160
		Blanks	174

<b>Lieutenant Governor</b>		<b>Treasurer</b>	
Kerry Murphy Healey	210	Daniel A. Grabauskas	111
Jim Rappaport	120	Bruce A. Herzfelder	141
Blanks	5	Blanks	83

<b>Auditor</b>		<b>District Attorney</b>	
Daniel A. Grabauskas	4	Blanks	335
Bruce A. Herzfelder	1		
Blanks	330		

<b>Councillor</b>		<b>Register of Probate</b>	
		John W. Lambert	224
Blanks	335	Blanks	111



The results of the Libertarian Primary are as follows:

**Senator in Congress**

Michael E. Cloud 1

**Representative in Congress**

Ilans Freedman 1

**Governor**

Carla A. Howell 1

**Lieutenant Governor**

Richard P. Aucoin 1

**Attorney General**

Blanks 1

**Secretary of State**

Blanks 1

**Treasurer**

Blanks 1

**Senator in General Court**

Blanks 1

**Representative in General Court**

Blanks 1

**District Attorney**

Blanks 1

**Register of Probate**

Blanks 1

**Auditor**

Kamal Jain 1

**Councillor**

Blanks 1

There were no candidates on the Reform Party Ballot and no voter requested a ballot for the purpose of a write-in.

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this 26<sup>th</sup> day of August 2002.

**Selectmen, Town of Boxborough:**

David L. Birt, Chairman  
Donald R. Wheeler, Clerk  
Simon C. Bunyard, Member  
Kristin B. Hilberg, Member

(Warrant must be posted by **September 10th, 2002** (at least *seven days prior* to the **September 17th, 2002** State Primary).

**Posted:** August 27th, 2002, by David L. Birt, Constable

**WARRANT AND PROCEEDINGS  
OF THE STATE ELECTION  
HELD ON NOVEMBER 5, 2002**

**Middlesex, SS.**

To either of the Constables of the Town of Boxborough, Greeting:

In the name of the Commonwealth you are hereby required to notify and warn the inhabitants of said town who are qualified to vote in elections to vote at

**Ward 1 Precinct 1  
Boxborough Town Hall**

on TUESDAY, the FIFTH DAY OF NOVEMBER, 2002 from 7:00 a.m. to 8:00 p.m. for the following purpose:

To cast their votes in the STATE ELECTION for the candidates of political parties for the following offices:

Senator in Congress .....	for the Commonwealth
Governor and Lieutenant Governor .....	for the Commonwealth
Attorney General .....	for the Commonwealth
Secretary of State .....	for the Commonwealth
Treasurer .....	for the Commonwealth
Auditor .....	for the Commonwealth
Representative in Congress .....	5th Congressional District
Councillor .....	3rd Councillor District
Senator in General Court .....	Middlesex & Worcester Senatorial District
Representative in General Court .....	37th Middlesex Representative District
District Attorney .....	Northern District
Register of Probate .....	Middlesex County

## Questions:

### Question #1: Law Proposed by Initiative Petition

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives before May 1, 2002?

#### Summary:

This proposed law would provide that no income or other gain realized on or after July 1, 2003, would be subject to the state personal income tax. That tax applies to income received or gain realized by individuals and married couples, by estates of deceased persons, by certain income from partnerships, by corporate trusts, and by persons who receive income as shareholders of "S corporations" as defined under federal tax law. The proposed law would not affect the tax due on income or gain realized before July 1, 2003.

The proposed law states that if any of its parts were declared invalid, the other parts would stay in effect.

A YES VOTE would eliminate any state personal income tax for income or other gain realized on or after July 1, 2003.

A NO VOTE would make no change in state tax laws.

**Yes     865     No     1075     Blanks 137**

### Question #2: Law Proposed by Initiative Petition

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives before May 1, 2002?

#### Summary:

This proposed law would replace the current state law providing for transitional bilingual education in public schools with a law requiring that, with limited exceptions, all public school children must be taught English by being taught all subjects in English and being placed in English language classrooms.

The proposed law would require public schools to educate English learners (children who cannot do ordinary classwork in English and who either do not speak English or whose native language is not English) through a sheltered English immersion program, normally not lasting more than one year. In the program, all books and nearly all teaching would be in English, with the curriculum designed for children learning English, although a teacher could use a minimal amount of a child's native language when necessary. Schools would be encouraged to place in the same classroom children who are from different native-language groups but who have the same level of English skills. Once a student is able to do regular schoolwork in English, the student would be transferred to an English language mainstream classroom. These requirements would not affect special education programs for physically or mentally impaired students or foreign language classes for children who already know English.

Parents or guardians of certain children could apply each year to have the requirements waived, so as to place their child in bilingual education or other classes, if the parents or guardians visit the school to be informed, in a language they can understand, about all available options. To obtain a waiver, the child must either (1) already know English; or (2) be at least 10 years old, and the school principal and staff believe that another course of study would be better for the child's education progress and rapid learning of English; or (3) have special physical or psychological needs (other than lack of English skills), have already spent 30 days in an English language classroom during that school year, the school principal and staff document their belief that the child's special need make another course of study better for the child's educational progress and rapid learning of English, and the school superintendent approves the waiver. If 20 or more students in one grade level at a school receive waivers, the school would have to offer either bilingual education classes providing instruction in both the student's native

language and English or classes using other generally recognized educational methodologies permitted by law. In other cases, a student receiving a waiver would have to be allowed to transfer to a school offering such classes.

A parent or guardian could sue to enforce the proposed law and, if successful, would receive attorney's fees, costs and compensatory money damages. Any school employee, school committee member or other elected official or administrator who willfully and repeatedly refused to implement the proposed law could be personally ordered to pay such fees, costs, and damages; could not be reimbursed for that payment by any public or private party; and could not be elected to a school committee or employed in the public schools for 5 years. Parents or guardians of a child who received a waiver based on special needs could sue if, before the child reaches age 18, they discover that the application for a waiver was induced by fraud or intentional misrepresentation and injured the child's education.

All English learners in grades kindergarten and up would take annual standardized tests of English skills. All English learners in grades 2 and up would take annual written standardized tests, in English, of academic subjects. Severely learning disabled students could be exempted from the tests. Individual scores would be released only to parents, but aggregate scores, school and school district rankings, the number of English learners in each school and district, and related data would be made public.

The proposed law would provide, subject to the state Legislature's appropriation, \$5 million each year for 10 years for school committees to provide free or low-cost English language instruction to adults who pledged to tutor English learners.

The proposed law would replace the current law, under which a school committee must establish a transitional bilingual education program for any 20 or more enrolled children of the same language group who cannot do ordinary classwork in English and whose native language is not English or whose parents do not speak English. In that program, schools must teach all required courses in both English and the child's native language; teach both the native language and English; and teach the history and culture of both the native language and English and teach the history and culture of both the native land of the child's parents and the United States. Teaching of non-required subjects may be in a language other than English, and for subjects where verbalization is not essential (such as art or music), the child must participate in regular classes with English-speaking students.

Under the current law, a child stays in the program for 3 years or until the child can perform successfully in English-only classes, whichever occurs first. A test of the child's English skills is given each year. A school committee may not transfer a child out of the program before the third year unless the parents approve and the child has received an English-skills test score appropriate to the child's grade level. A child may stay in the program longer than 3 years if the school committee and parent or guardian approve. Parents must be informed of their child's enrollment in the program and have the right to withdraw their child from the program.

The proposed law's testing requirements would take effect immediately, and its other requirements would govern all school years beginning after the proposed law's effective date. The proposed law states that if any of its parts were declared invalid, the other parts would stay in effect.

A YES VOTE would require that, with limited exceptions, all public school children must be taught English by being taught all subjects in English and being placed in English language classrooms.

A NO VOTE would make no changes in English language education in public schools.

**Yes    1379    No    632    Blanks 66**

**Question #3: Do you support taxpayer money being used to fund political campaigns for public office in the Commonwealth of Massachusetts?**

**Yes 735 No 1269 Blanks 73**

Specimen Ballots and Cards of Instruction were posted as required by law. The Ballot Box was examined and found to be empty and in order, and the keys were held by the Town Clerk because no Police Officer was assigned. The Election Officials, all duly sworn in before beginning their duties, were Warden, Richard W. Golden; Clerk, Virginia B. Richardson; Tellers, Marguerite Hugel, Christine Avery, Mary Larson, Jacqueline Cumming, Barbara Wheeler, Diane Machamer, Ellen Landry, Anne Canfield and Shirley Warren. The counters were Charlene Golden and Barry Harsip.

In the absence of the Moderator, Virginia Richardson opened the polls at 7:00 a.m. and closed the polls at 8:00 p.m. The Ballot Box indicated that 2,077 voters had cast ballots and 2,077 ballots (including 90 Absentee Ballots) were removed from the Ballot Box. One voter who had applied for an Absentee Ballot voted in person and three ballots were returned too late to count. There were 103 applications made of which 9 were not returned. There were 2,897 registered voters. The count was completed at 9:30 p.m. The results of the election were as follows:

**Senator in Congress**

John F. Kerry	1,447
Michael E. Cloud	399
Randall Caroline Forsberg	36
Blanks	195

**Representative in Congress**

Martin T. Meehan	1,209
Ilana Freedman	89
Charles McCarthy	695
Blanks	84

**Governor**

Howell and Aucoin	24
O'Brien and Gabrieli	746
Romney and Healey	1,165
Stein and Lorenzen	131
Johnson and Schebel	4
Blanks	7

**Senator in General Court**

Pamela P. Resor	1,294
Mary Jane Hillery	671
Blanks	127

**Representative in General Court**

James B. Eldridge	980
Todd D. Fenniman	1,000
Blanks	97

**Attorney General**

Thomas F. Reilly	1,457
Other	1
Blanks	619

**Auditor**

A. Joseph DeNucci	1,208
Kamal Jain	261

**Secretary of State**

William Francis Galvin	1,292
Jack E. Robinson III	582
Blanks	203

**John James Xenakis**

Blanks	363
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**Councillor**

Marilyn M. Petitto Devaney	1,237
Blanks	839

**Treasurer**

Timothy P. Cahill	789
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Daniel A. Grabauskas	1,004
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**Register of Probate**

James O'Keefe	151	John R. Buonomo	880
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Blanks	133	John W. Lambert	838
		Other	1
<b>District Attorney</b>		Blanks	358
Martha Coakley	1,410		
Blanks	667		

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said meeting.

Given under our hands this Twenty-first day of October, 2002.

**Selectmen, Town of Boxborough:**

David L. Birt, Chairman

Donald R. Wheeler, Clerk

Simon C. Bunyard, Member

Leslie Fox, Member

Kristin B. Hilberg, Member

**Posted:** October 22, 2002 by David L. Birt, Constable\_\_\_\_\_

## RESIDENT INTEREST LIST

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Special Training/Education: \_\_\_\_\_

Amount of time available: \_\_\_\_\_

Date submitted: \_\_\_\_\_

- ☐ Acton-Boxborough Cultural Council
- ☐ Airport Study Committee
- ☐ Board of Health\*
- ☐ Board of Registrars
- ☐ Board of Selectmen\*
- ☐ Boxborough Housing Board
- ☐ Boxborough Information Technology Committee
- ☐ Cable Advisory Committee
- ☐ Conservation Commission
- ☐ Council on Aging
- ☐ Design Review Board
- ☐ Finance Committee
- ☐ Historical Commission
- ☐ Library Board of Trustees\*
- ☐ Permanent Building Committee
- ☐ Personnel Board
- ☐ Planning Board\*
- ☐ Public Celebrations Committee
- ☐ Recreation Commission
- ☐ Steele Farm Advisory Committee
- ☐ Town Report Committee
- ☐ Water Resources Committee
- ☐ Zoning Board of Appeals

The filling out of this form in no way assures appointment. All committee vacancies will be filled by - citizens deemed most qualified to serve in a particular capacity. If you are interested in serving on an appointed town committee please fill out this form and mail to:

**Town Administrator  
Town Hall  
29 Middle Road  
Boxborough, Ma 01719**

*\* Indicates an elected board*



## EMERGENCY NUMBERS

<b>POLICE</b>	<b>FIRE</b>	<b>CODE</b>	<b>AMBULANCE</b>
911	911	978-263-8777 or	911
If busy call	For routine business, call	978-486-3130	
978-952-2300	978-263-7546		
	978-263-8299		

Be sure to give your name and address as well as the nature of your emergency. Do not hang up until you are sure your message has been understood.

<b>MEETINGS</b>	<b>DAY &amp; TIME</b>	<b>PLACE</b>
Annual Town Meeting	2nd Monday in May	Blanchard School
Annual Town Election	3rd Monday in May	Town Hall
Appeals, Board of	1st & 3rd Tuesday, 7:15 PM	Town Hall
Boxborough Housing Board	Wednesdays as posted	Town Hall
Boxborough Information Technology Comm	Tuesdays as posted	Town Hall
Cable TV Advisory Committee	As posted	Town Hall
Conservation Commission	1st & 3rd Wednesday, 7:30 PM	Town Hall
Council on Aging	2nd Tuesday, 7:00 PM	Town Hall
EMTs	1st Tuesday, 7:00 PM	Fire Station
Finance Committee	2nd Monday, 7:30PM	Town Hall
Fire Department	2nd & 4th Tuesday, 7:00 PM	Fire Station
Health, Board of	Wednesdays as posted	Town Hall
Historical Commission	As posted	Town Hall
Library Trustees	1st Thursday, 8:00 PM	Sargent Memorial Library
Personnel Board	Mondays as posted	Town Hall
Planning Board	Tuesdays as posted, 7:30 PM	Town Hall
Public Celebrations Committee	As posted	Town Hall
Recreation Commission	Mondays as posted	Town Hall
School Committee, Local	2nd Thursday, 7:30 PM	Blanchard School Library
School Committee, Regional	1st Thursday, 7:30 PM	R.J. Grey Jr. High School
Selectmen, Board of	Mondays as posted, 7:30 PM	Town Hall
All meetings are posted with the Town Clerk, on the Town Hall Bulletin Board, and on the Town's website located at: <a href="http://www.town.boxborough.ma.us">www.town.boxborough.ma.us</a> . If interested, call ahead for appointment to be placed on the agenda.		

### **TOWN HALL OFFICE HOURS**

978-263-1116

### **ALBERT J. SARGENT MEMORIAL LIBRARY**

978-263-4680

#### **Monday through Friday**

8:00 AM – 4:00 PM (4:00 PM – 5:00 PM by appointment)

**Monday & Wednesday:** 10:00 AM – 5:00 PM

**Tuesday & Thursday:** 10:00 AM – 8:00 PM

**Saturday:** 10:00 AM – 2:00 PM

#### **Town Clerk**

Mon. 10:00 AM – 2:00 PM and 7:00 PM – 9:00 PM

Wed. & Fri. 10:00 AM – 2:00 PM; Thurs. 10:00 AM – 1:00 PM

#### **Building Department**

Mon. 8:00 AM – 6:30 PM

Tues. - Thurs. 8:00 AM – 4 PM

Friday 8:00 AM – 1:00 PM

#### **Board of Health**

Mon. 8:00 AM - 6:30 PM; Tues. - Thurs. 8:00 AM – 4:00 PM;

Friday 8:00 AM – 1:00 PM

**NO SCHOOL ANNOUNCEMENTS:** Aired on WBZ-1030 AM Dial; WHDH - 850 AM Dial; WBZ-TV Channel 4